

# Why upgrade to Adobe Acrobat DC

## Solution brief

Digital transformation has become a necessity for business success in today's marketplace. Now more than ever, organizations need to keep remote teams productive, connected, and secure while minimizing IT workloads and reducing costs. That's where a subscription to Adobe Acrobat DC can help.

Acrobat DC is part of Adobe Document Cloud, the only complete solution for achieving end-to-end digital workflows for critical document processes. With Acrobat DC, your business can increase employee productivity; empower team collaboration from anywhere across desktop, web, and mobile; accelerate customer transactions; and reduce IT overhead and costs.

### Keep teams connected, productive, and secure.

Give everyone access to the PDF files and tools they need—when they need them—from desktop, web, and mobile.

- Collaborate across locations and devices by sharing PDFs, collecting comments, and tracking progress in real time from anywhere.
- Accelerate transactions by collecting legally binding e-signatures in minutes. Recipients can easily sign from anywhere on their own device or in any browser.
- Send PDF files for digital review—anyone can view and comment on your file with no sign-ups or software required.
- Turn paper documents into smart, searchable PDFs by snapping a picture with the Adobe Scan app.

### Integrate with leading productivity platforms.

Add time-saving PDF tools to Microsoft 365, Google Drive, and Box. With Acrobat DC, teams can:

- Convert Word, Excel, and PowerPoint files to high-quality PDFs in Microsoft 365, or work with Microsoft 365 files in Acrobat DC.
- View, create, organize, and combine PDFs in OneDrive or SharePoint.
- Create, share, collaborate, and approve assets and agreements in Microsoft Teams to speed up content creation and document approvals.
- View, create, organize, and export PDFs or send PDFs for signature inside Google Drive and Box.

### Streamline software management and increase security.

Reduce the IT overhead associated with software management and deployment, and ensure compliance across your organization.

- Easily assign, reassign, remove, and track Acrobat DC licenses through the intuitive, web-based Adobe Admin Console.
- Get ongoing access to the latest Acrobat new features and security updates to deploy on your own schedule.
- Deploy Acrobat DC in virtual environments with named user support for Citrix XenApp and XenDesktop, VMware Horizon, Microsoft App-V, and Windows Terminal Server (WTS).
- Authenticate users via single sign-on (SSO), and protect intellectual property with a dedicated encryption key (requires Acrobat DC for enterprise).
- Take advantage of 24x7 advanced technical support and live chat sessions (requires Acrobat DC for enterprise).
- Mitigate PDF-based attacks with multiple defenses and advanced security techniques, such as sandboxing, leak protection, and code sanitation.

### Simplify purchasing and maximize savings.

Acrobat DC is purchased through Adobe's Value Incentive Plan (VIP) buying program, which provides simple transactions, flexible terms, and volume discounts.

- Make software budgeting more predictable with an annual plan, or maximize savings with a three-year commitment.
- Shift your software spending from a capital expense to an operating expense.
- Save more with VIP Select by purchasing 10 or more licenses and locking in your discount level for all purchases throughout your subscription term.

# Webinar: Boost team collaboration with Adobe Acrobat DC

## Common questions you may receive from customers

### How do I add Adobe Acrobat DC to Microsoft Teams for Collaboration?

You'll need to contact your IT administrator if you don't have administrator rights. To add Acrobat to Microsoft Teams for Collaboration:

- From Microsoft Teams, select the 3-dots menu from the left-hand rail to open Search.
- Enter "Adobe Acrobat," and when it appears select it.
- Acrobat will now be displayed in the left-hand rail of Microsoft Teams.

### Is there a way to add Acrobat DC to Microsoft Teams if it was not automatically added as an available app?

Your organization's IT administrator will need to make Acrobat available for your organization.

### Does everyone on my team need to have Acrobat DC in order to collaborate in Microsoft Teams?

To use the Acrobat add-in in Microsoft Teams, the initiator of the review needs to have a subscription to Acrobat DC. Anyone participating in a review just needs an Adobe ID.

### Do I need to have Acrobat DC Pro to review PDFs in Microsoft Teams?

The initiator of the review needs to have Acrobat DC, either Acrobat Standard DC or Acrobat Pro DC. Reviewers just need to have an Adobe ID.

### If reviewers don't have Acrobat DC (or have an older version or perpetual product) but have Microsoft Teams, can they still comment via Teams?

The initiator of the review needs Acrobat DC, not a perpetual version of Acrobat—the reviewers just need an Adobe ID.

### Can I install Microsoft Teams for Collaboration in a secured network?

Yes, your IT administrator just needs to allow it.

### In Microsoft Teams, when collaborating with PDFs using Acrobat DC, can I fill out form fields in a PDF? Can different people fill out different fields in the form, as well as sign their sections?

No, there is no form-filling feature in the Microsoft Teams integration for Acrobat DC at this time.

### Is the Acrobat DC integration specific to Microsoft Teams or does it also use SharePoint as a collaboration platform?

Collaborating on PDFs works in Microsoft Teams only.

## Share

### When I share a document or request comments, do reviewers also need to have an Adobe Acrobat DC subscription?

No, reviewers just need an email address and a browser—no sign-ups, sign-ins, or software are required. The initiator of the review must have an Acrobat DC subscription.

### When reviewing PDFs in Acrobat DC, is there a way to "find and replace" a word like in Microsoft Word or can you only make edits individually?

Reviewers can add comments in the PDF using the commenting tools available in the browser window. Editing is not allowed for PDFs in review mode, so there is no "find and replace" feature.

### Are reviewers' comments concurrent or sequential?

Comments are displayed concurrently in real time for the best collaboration experience through either the Share or Microsoft Teams experience.

### How do I stop sharing a document?

In the top menu bar of Adobe Acrobat home, choose Document > Shared By You. Select the files you want to unshare, and click Unshare Files.

### If I create a document in Word, convert it to PDF, get comments and markup on the PDF through collaboration with others, how do I get the proposed changes back into Word?

Once the PDF has all the comments, choose File > Export To Microsoft Word to push the comments back into Word to make your changes there.