

ADOBE® ACROBAT® 9

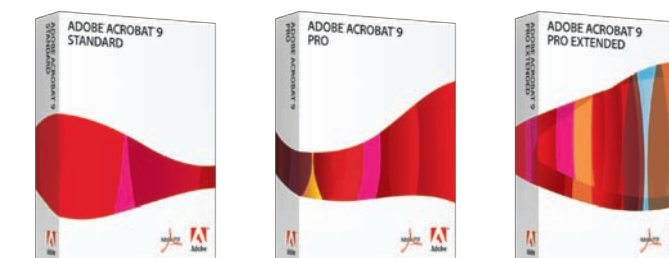
Communicate and collaborate more easily
and securely with Adobe PDF



COMMUNICATE THE WAY YOU'VE ALWAYS WANTED TO WITH ADOBE ACROBAT 9.

Discover a whole new way of sharing polished work with virtually anyone, anywhere. From spreadsheets and brochures to video and CAD files, you'll redefine how you communicate. Choose from Adobe Acrobat 9 Pro Extended, Pro, or Standard editions for the work you do every day.

Business never looked better.



SHARE YOUR IDEAS

Your work should look just as good as the work you put into it. And with Adobe Acrobat 9 software, it can. Now it's easy to convert almost any file to a polished PDF file, present multiple documents in a PDF Portfolio, and even add multimedia—all in a single file.

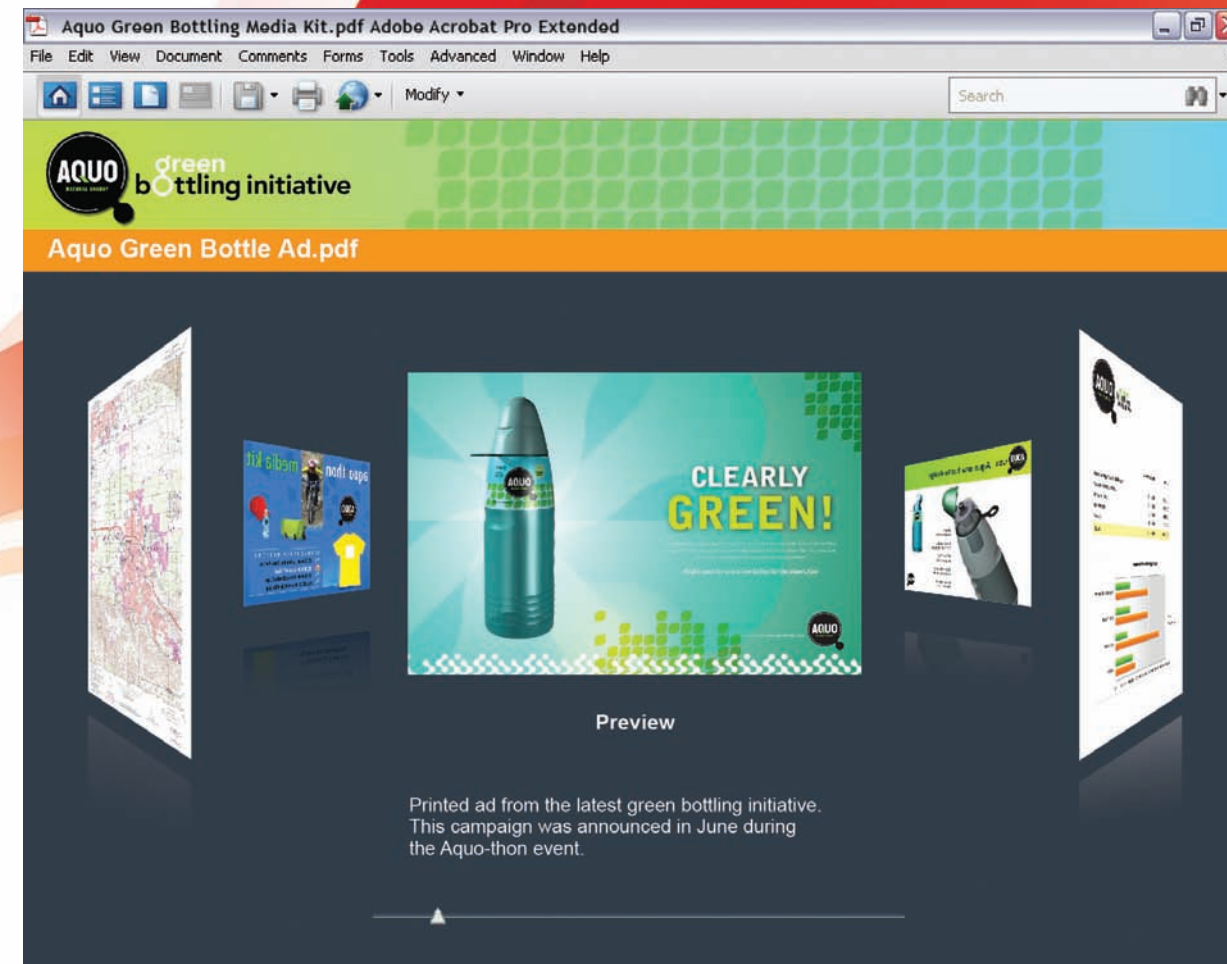
With Adobe Acrobat 9, it's easy to turn everyday work into extraordinary work. Assemble polished, organized presentations from a wide range of document types, including rich audio, video, and animation. Customizable templates make it easy to add navigation and branding to create professional communications that persuade like never before. Best of all, you can deliver the most engaging PDF communications and keep your work looking great—without worrying about whether someone can view it.

Create PDF documents with one-button ease from Microsoft Office and share work with team members regardless of software or operating systems. Convert documents to PDF from any application that prints so they can be viewed exactly as you intended with free Adobe Reader® software.

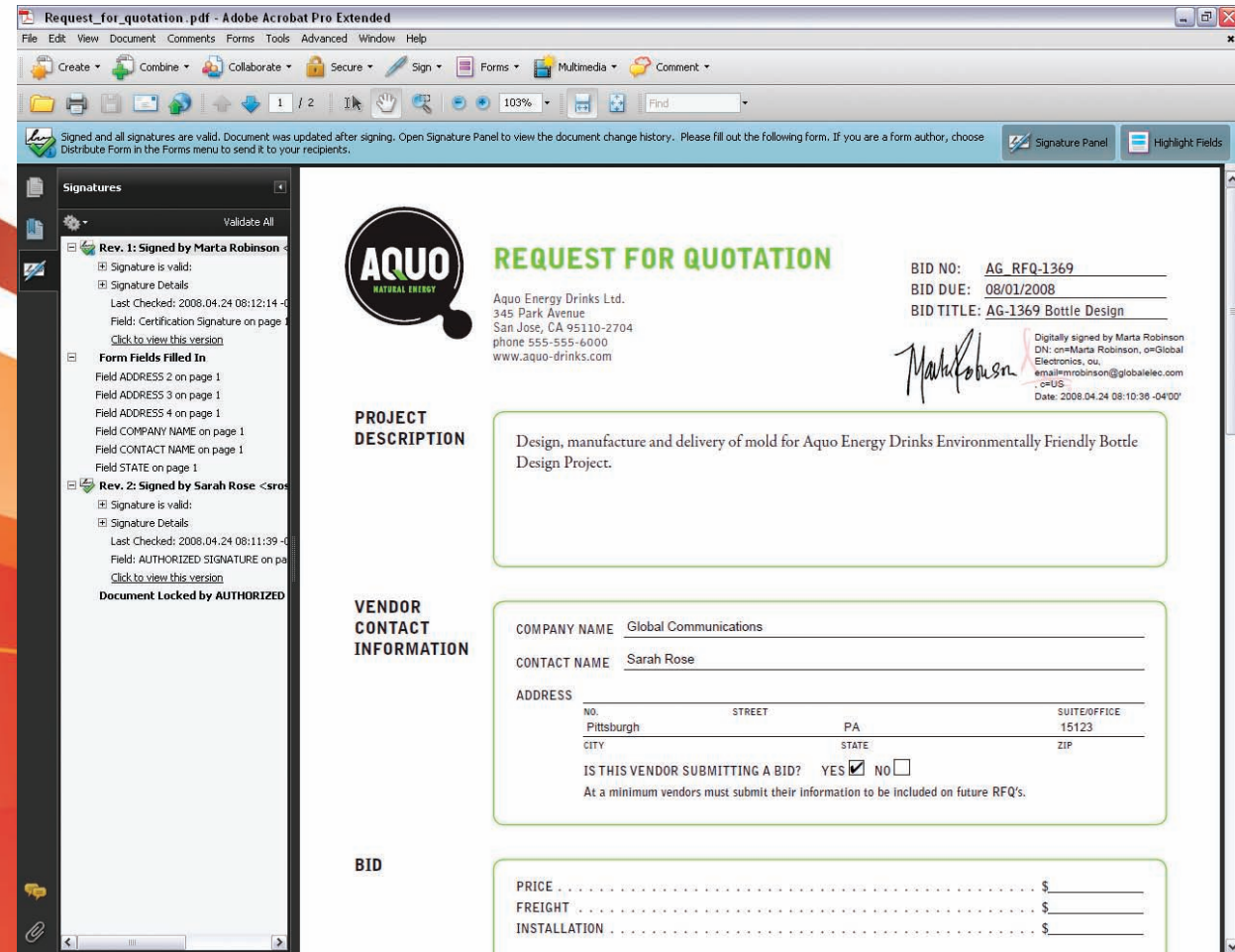
PDF Portfolios make it easy to organize a wide range of files—documents, drawings, email, spreadsheets, and rich media, including video, audio, 3D, and maps—in a polished presentation. Professional templates help you deliver compelling, branded work anytime, anywhere.

Adobe Presenter software livens up your Microsoft PowerPoint slides and helps you create engaging interactive presentations. Easily add video, voice-over, demos, and quizzes and save as PDF for sharing. (Included with Adobe Acrobat 9 Pro Extended.)

Native support for Adobe Flash® technology enables you to share video and animations easily across platforms. Convert a range of video formats to FLV for reliable playback in PDF files—without a special media player.



CONTROL YOUR WORK



Your work is too important to let just anyone view or modify it. That's why you need Adobe Acrobat 9. Now it's easy to password-protect files, set permissions to control printing or changes, and even permanently remove sensitive information and metadata—so you can feel confident your work is safe.

With Adobe Acrobat 9 software, it's easier than ever to help protect your most sensitive information. From document permissions that help control who can view, alter, and print content to digital signatures that verify your document's authenticity, Acrobat 9 comes with a range of tools to help you control the work you distribute. You're fully equipped to help safeguard the integrity of your work and communicate exactly as you intended.

Password protection and 256-bit encryption add security features to your PDF files and keep privileged information from getting into the wrong hands.

Document permissions enable you to limit what recipients can do with your PDF file. You decide who can print, copy, or modify content—an easy way to safeguard your work.

Redaction tools make it easy to find and permanently remove sensitive information, including metadata, before you share documents with customers, colleagues, and others.

WORK BETTER WITH EVERYONE

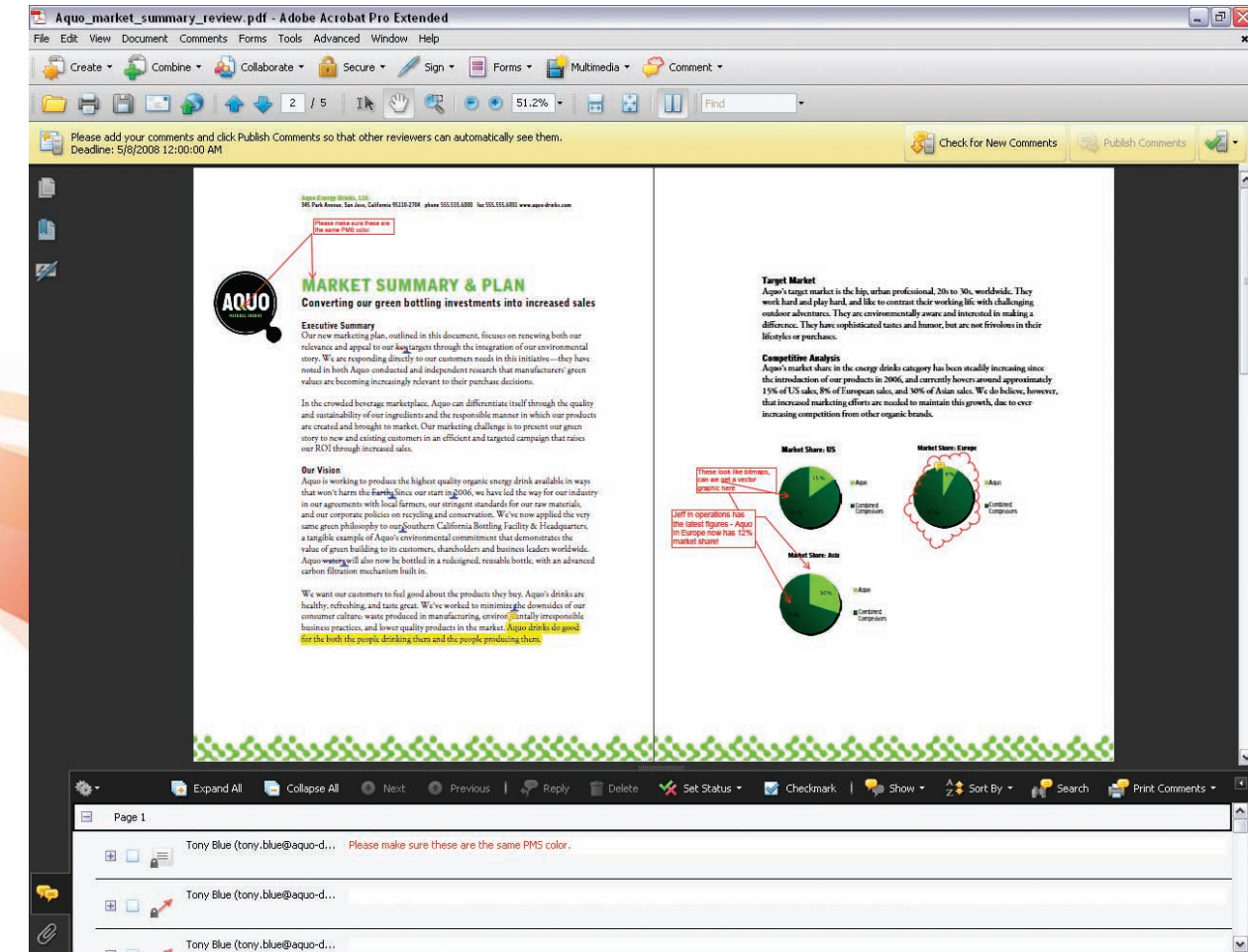
Getting feedback on your work—and everyone on the same page—can be a challenge. That's where Adobe Acrobat 9 can help. Now your entire team can view and respond as comments are being made—streamlining your reviews and approvals, so you can work better with everyone.

Designed to bring people and ideas together, Adobe Acrobat 9 makes it easy to gather feedback and facilitate approval among team members. Use it to conduct shared reviews online, document your team's input, and eliminate confusion across review cycles. With Adobe Acrobat 9, you'll get everything you need for clear and efficient collaboration—anytime, anywhere.

Familiar commenting tools, including sticky notes, highlighter, lines, shapes, and stamps, make it easy to review and mark up a PDF document just like you would on paper—without learning a new system.

Synchronized document views help you get colleagues, clients, and partners on the same page at the same time with the ability to co-navigate documents. To provide clarity and enhance discussion, e-mail a document and walk recipients through it in real time by controlling the exact page view they see.

Shared document reviews capture all team comments and feedback in one efficient electronic format. Initiating shared reviews and enabling commenting with Acrobat 9 enables virtually anyone with free Adobe Reader software (version 8 or later) to participate in PDF reviews.



SIMPLIFY FORM CREATION

Creating electronic forms isn't easy—unless you use Adobe Acrobat 9. With just a few clicks, you can create a form that virtually anyone can fill in and save electronically. You can track your forms and see when they've been completed. And you can export form information to a spreadsheet. It's that simple.

You don't have to be a designer to create the forms you need. Adobe Acrobat 9 gives you a range of tools for simplified form creation so you can convert simple static forms to interactive forms and create dynamic forms that change with user input—all in a few clicks. Customize forms instantly with text fields, checkboxes, and drop-down menus. And make it simple for others to fill in and save your PDF forms.

Electronic form creation is fast and simple. Easily create fillable PDF forms from scans, existing PDF files, text documents, or spreadsheets.

Form Wizard and Form Tracker make it easy to create, distribute, and track forms; sort and filter responses; and quickly export data to spreadsheets for analysis and reporting.

Enable users of free Adobe Reader software to fill in and save forms locally*. By extending Acrobat functionality to Reader users, you can invite virtually anyone to participate in the workflows you initiate.

NEW EMPLOYEE RECORD

MEMBER: Complete Sections A through D, attach proof-of-age document in Section E, and return form to your payroll/personnel representative.

PAYROLL/PERSONNEL: Complete Section F and return the completed 4-page form to Human Resources.

SECTION A
PERSONAL INFORMATION

NAME
LAST FIRST MIDDLE

ADDRESS
NO. STREET APT. NO.
CITY STATE ZIP

TELEPHONE
HOME WORK

E-MAIL

EMPLOYEE NUMBER **DATE OF BIRTH** MM/DD/YY

GENDER: MALE FEMALE **MARITAL STATUS:** SINGLE MARRIED

DO YOU HAVE ANY OF THE FOLLOWING PRIOR SERVICE CREDIT? PLEASE CHECK ALL THAT APPLY:

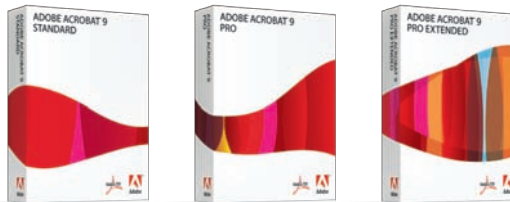
Active Duty Military Juvenile Court Circuit Clerk MoDOT/Patrol
 PSRS LAGERS Other Public Employment

SECTION B
OPTIONAL LIFE INSURANCE COVERAGE ELECTION

Additional life insurance coverage is available to you and your family. The premium(s) will be deducted from your pay check. You will have 31 days from your date of hire to elect optional life insurance coverage.

* For ad-hoc form distribution and data collection for up to 500 people.

Choose Adobe Acrobat 9 for the work you do every day.



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