

**ACROBATING WITH ACROBAT**  
**STUART LEVINE**  
**JEFFREY E. NUSINOV**  
**FISHER & WINNER, LLP**  
**NOVEMBER 5, 2005**

## STUART LEVINE

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**STUART LEVINE** is of counsel to the Baltimore, Maryland law firm of Fisher & Winner, LLP. He received a B.A. from the University of Maryland (College Park) in 1972; a J.D. from the University of Baltimore in 1975; and an LL.M. (Taxation) from the Georgetown University Law Center in 1979. He was the Chairman of the Special Committee on Limited Liability Companies established by the Sections of Taxation and Business Law of the Maryland State Bar Association, which drafted the Maryland Limited Liability Company Act and subsequent amendments thereto, and was the co-chair of the Prototype Drafting Project of the Limited Liability Subcommittee of the Committee on Partnerships and Unincorporated Businesses of the A.B.A. Section of Business Law which drafted the Prototype Limited Liability Company Act. He was a member of the Task Force on Limited Liability Companies established by the A.B.A. Section of Taxation and is the past chair of the Subcommittee on Limited Liability Companies and Entity Classification of the Committee on Partnership Taxation of the ABA Section of Taxation. He had principal drafting responsibility for the comments submitted by the ABA Section of Taxation to the Internal Revenue Service on the entity classification ("Check-the-Box") regulations. Mr. Levine is an adjunct professor at the University of Baltimore School of Law and in the Graduate Tax Program at the University of Baltimore and is a past chair of the Section of Taxation of the Maryland State Bar Association.

Mr. Levine has authored or co-authored numerous professional articles, including: "The Sale of Intangibles in Maryland Requires Special Attention to Sales Tax Issues", *Prentice-Hall Law & Business*, January 3, 1992; "Putting Limited Liability Companies to Use", *Prentice-Hall Law & Business*, August 17, 1992; "Is There a Right of Contribution Among Responsible Persons?", 78 *Journal of Taxation* 30 (January, 1993); "Maryland Legislation Expands Options to Limit Liability for Professionals," *CPA Statement*, Vol. XXIX, No. 2 (August, 1993); "Amortization of Intangibles: The End of Transactional Tax Planning?", *Tax Talk*, Vol. III, No. 1 (Fall, 1993); "Limited Liability Companies Provide New Opportunities for Health Care Alliances", *Prentice-Hall Law & Business*, December 1, 1993; "One-Member LLCs Pose Often-Overlooked State Law Issues", 1 *Journal of Limited Liability Companies* 162 (Spring, 1995); "Proposed Regulations Use 'Management Rights' Litmus Test for LLC Members' SE Tax Liability", 82 *Journal of Taxation* 196 (April, 1995); "When Forming a Firm--Should You Prepare for Its Demise?" 29 *The Maryland Bar Journal* No. 3, 24 (May/June 1996); "How Much Is That LLC in the Window?" XI *PUBOGRAM* No. 1, 6 (December, 1996); "The New Right of Contribution From Other Responsible Persons--How Far Does It Go?", 86 *Journal of Taxation* 76 (February, 1997); "New Regulations Introduce a New Paradigm," *Aspen Law & Business*, (March 3, 1997); "Righting the Wrong Approach to Wrongful Distributions in Limited Liability Entities," 3 *Journal of Limited Liability Companies* 164 (Spring, 1997); "IRS Shifts Focus with Controversial New SE Tax Proposed Regulations," 86 *Journal of Taxation* 325 (June, 1997); "Cross-Practicing--The Eroding Boundaries," *Maryland Bar Journal* July/August, 1998, 21; "Putting E-mail to Use in Your Practice," 15 *GP Solo & Small Firm Lawyer* 22 (December 1998); and "Rehearsal for Retirement: Drafting Provisions to Consider," 14 *The Practical Tax Lawyer* No. 1, 55 (Fall 1999).

Mr. Levine is also one of the co-authors of the *Maryland Limited Liability Company Forms and Practice Manual*, published in 1993 by Data Trace Legal Publishers, Inc. and is one of the co-reporters for Maryland in *State Limited Liability Company Laws* (Prentice Hall Law & Business).

## JEFFREY E. NUSINOV

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JEFFREY E. NUSINOV is an associate at Fisher & Winner, LLP. He joined the firm following a clerkship in the Circuit Court for Baltimore City with the Honorable Allen L. Schwait. Mr. Nusinov graduated with honors from the University of Maryland, Baltimore County, and received his Juris Doctor from the University of Maryland School of Law. In maintaining an active role in the community, Mr. Nusinov completed the Baltimore Jewish Council's Young Leadership Program (2000-2001) and is a member of his synagogue's ritual committee.

His practice areas include civil litigation, white-collar defense, and estate, trust, and guardianship administration. Mr. Nusinov is a member of the Baltimore City Bar Association Ethics Committee and the Estates and Trusts Section of the Maryland State Bar Association. He is admitted to practice law before the Court of Appeals of Maryland, the U.S. District Court for the District of Maryland, and the District of Columbia Court of Appeals.

Mr. Nusinov oversees technology management at Fisher & Winner, LLP and has been a guest lecturer at the University of Baltimore School of Law on *Word Processing Shortcuts for Legal Briefs*. Mr. Nusinov has experience in various methods of electronic discovery, including large scale pdf conversion and document production, hard drive imaging, and e-mail archival reconstruction. His knowledge and experience have assisted Mr. Nusinov in representing software programmers and internet businesses.

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**1. INTRODUCTION.**

- 1.1. In the Beginning, there was Word Processing.
- 1.2. And the Lord looked upon it and it was good.
- 1.3. But, it could be improved upon.
- 1.4. In the law office environment, the ability to create and use pdf documents is of immense benefit. It is not an exaggeration to say that this benefit takes the ability to convey documents to a new level.

**2. WHAT IS PDF?**

- 2.1. PDF means “portable document format.” It is most closely associated with Adobe Acrobat, but is, in fact, available through a number of different varieties of software.
- 2.2. The ubiquity of Adobe Acrobat Reader has made pdf the *lingua franca* of document distribution. Many people erroneously believe that they have the ability to create pdf documents because they have the free reader.
- 2.3. There are now two “versions” of Adobe Acrobat floating around, version 6 and version 7.
  - 2.3.1. Version 6 is the “old” version. We created this outline in version 6 because we have not had an opportunity to fully play around with version 7. Additionally, version 6 can be purchased very inexpensively. If you hunt around on the web, you can purchase the professional version for about \$100.00. (By the way, both version 6 and version 7 come in three “flavors,” standard, professional, and a souped up version which is now called Adobe Elements. We recommend purchasing the professional version—the standard is too cut down, Adobe Elements much more than you want.
  - 2.3.2. The list cost for version 7, standard, is \$300.00. The list cost for version 7 professional is \$450.00. However, the list cost for the upgrades are \$100.00 and \$159.00, respectively. This means that if you really want version 7, buy

version 6, install it, and then promptly install the version 7 upgrade. (If you can't do the math, please leave the audience.)

- 2.3.3. What are the differences between version 6 and version 7. Take a look at the review [HERE](#). (Whenever you see the word [HERE](#) in red, you can click it on and go to the document that it references. If you see a  icon, that means that there's a sound file that you can play. You think we're kidding--click the sound icon just shown.)

### 3. **STARTING TO USE ADOBE ACROBAT.**

- 3.1. Creating pdf documents is easy. There are at least three ways:

- 3.1.1. Scan a document. While somewhat beyond the scope of this presentation, scanning is the wave of the future, but it's here today. **ALL DOCUMENTS SHOULD BE SCANNED.**
- 3.1.2. "Print" a document to pdf. When you install Adobe Acrobat, it creates what is, in essence, another printer, one that "prints" documents to pdf. What will occur is that when you direct your computer to print the document to pdf, it will prompt you to name a file and the document (with a "pdf" suffix) will be saved as a pdf document.
- 3.1.3. On the newer versions of Word and WordPerfect, there is an automatic feature that allows conversion of a document to pdf.

- 3.2. Rather than tell you how to use a pdf, we will show you. Go [HERE](#).

### 4. **OTHER TOOLS.**

- 4.1. Perhaps the most powerful AA tool is the tool that allows you to insert, delete, extract, crop, and rotate pages. We will demonstrate.
- 4.2. This allows one to create an electronic "transaction binder." To do this, each document is attached, in order, to the first document that is part of a transaction. As the first page of a document, there is a table of contents, with the description of each item in the table of contents linked to the document itself.
- 4.3. The bookmark tool can also be used to create a linked table of contents. This outline has used that function.
- 4.4. One of the advantages of AA is that it can be used to create secured documents and password protected documents.

- 4.5. Most importantly, AA documents look the same on each computer regardless of what printer the user has. This is not the case with Word or WordPerfect documents that reformat depending on the type of printer that is being used.

This is a text box. It can be used with any number of background and border colors and various font sizes, colors, etc.

This is the circle tool. The pointer is the "arrow" tool.



STUART LEVINE  
SLTAX@FISHERWINNER.COM

This is the "box" tool.

TELEPHONE  
410.385.2000  
TELECOPIER  
443.927.7075

THERE'S

November 5, 2005

Audience  
123 Elm Street  
Baltimore, Maryland 21212

A PENCIL TOOL  
TOO!

Re: SuperDupper, LLC

Dear Audience:

This letter addresses some of the basic mechanics of the operation and management of SuperDupper, LLC ("SuperDupper") as a single member limited liability company. This discussion is not exhaustive and you should review the attached operating agreement to more fully acquaint yourself with the operation of SuperDupper.

#### 1. STATUS OF SUPERDUPPER'S FORMATION.

As you know, on Monday I completed the legal formalities necessary to form and organize SuperDupper. These include filing Articles of Organization for SuperDupper with the Maryland Department of Assessments and Taxation and obtaining an employee identification number for SuperDupper. Enclosed is an Operating Agreement for the company which provides for the regulation of its business and affairs. You should execute this Operating Agreement. I would appreciate it if you return a signed copy to me for my files. The certified copy of the Articles is being sent to you via snail mail.

The Operating Agreement and other documents reflect your current ownership and your understanding as to the management and operation of SuperDupper. In this regard, the Operating Agreement is a snapshot of SuperDupper's governance and capital structure at a given point in time. So long as you continue to be the sole member of SuperDupper, you will likely not have to make any revisions to the operating agreement. However, if you transfer all or any portion of your interest in SuperDupper to any other person or if another person otherwise acquires an equity interest in SuperDupper, it is advisable to amend the Operating Agreement to reflect the admission of the other person as a member of SuperDupper.

This was created using the "header/footer" function.

Page 1 of 6  
Adobe Illustration

You can use the "highlight" function to highlight (in any number of colors), underline (in straight or squiggly), or to strike through.

## 2. OPERATION OF SUPERDUPPER.

This is an example of the line function. This is important because some similar functions (e.g., the highlighter function, do not work in scanned documents.

2.1. **Transacting Business in SuperDupper's Name.** It is imperative that SuperDupper transact business, enter into contracts and hold title to property under either its exact name (*i.e.*, SuperDupper Health Services, LLC) or under a trade name (*e.g.*, SuperDupper). For example, SuperDupper should incur all liabilities and obligations in connection with the operation of its business in its own name. Similarly, new borrowings by SuperDupper should be made in its name, regardless of whether you personally endorse or guarantee the loan. Likewise, all new purchase orders and similar items should reflect SuperDupper (not you individually) as the one transacting business regardless of whether SuperDupper is acquiring or disposing of property. On the other hand, SuperDupper's name should not be used in connection with your personal business and affairs. The key point to remember is that SuperDupper is a legal person, separate and distinct from you or your other businesses.

2.2. **Title to Assets.** Except for the federal income tax purposes described below, you should always treat SuperDupper as an independent third party. SuperDupper should acquire and hold all insurance policies, licenses, funds and other assets in its name, and you should not commingle them with your personal funds or assets. You should, when acquiring assets on SuperDupper's behalf, prepare and, if necessary, file appropriate deeds, bills of sale, amendments to the Operating Agreement, and assignments to reflect and document such acquisitions.

SuperDupper should also have its own bank accounts. In no circumstance should you write checks from your personal accounts or from the bank accounts of your other businesses to pay for the SuperDupper's obligations. Similarly, you should not write checks from SuperDupper's bank account to pay your personal expenses or the expenses of any of your other businesses. In all circumstances funds flowing to or from SuperDupper must flow through the proper bank accounts.

For instance, if SuperDupper needs additional funds, you can loan funds to SuperDupper as provided in the Operating Agreement. In such a circumstance, you should write the check from your personal account. In order to assure that the amount that you contribute to SuperDupper is treated as a loan, there should be a formal loan document (*e.g.*, a promissory note), SuperDupper should pay reasonable interest on the loan, and there should be actual payments made with respect to the loan.

Your check should then be deposited in SuperDupper's bank account. SuperDupper then can use the funds by writing its own check (again with the proper notation and/or documentation indicating the purpose for which funds were used).

It is imperative that, at any point in time, we can clearly and definitively determine what exactly SuperDupper owns. Thus, all property owned by SuperDupper (*e.g.*, any automobile) must be titled in SuperDupper's name.

This is a stamp that is part of the AA program in the "standard business" category.



2.3. *Employees.*

2.3.1. As I understand it, it is not certain whether SuperDupper will have any full-time employees. Although SuperDupper is disregarded for both federal income tax purposes, we have obtained an EIN for SuperDupper. You should use that EIN on any employment tax returns which cover any of SuperDupper's employees. Your accountant can assist you in your monthly, quarterly, and annual reporting requirements with respect to these employees. Note that, if these employment taxes are not paid, you will be personally liable for the unpaid portion.

2.3.2. You will not be an employee of SuperDupper for either federal or state income tax purposes. This means, for instance, that you will not pay withholding on the amounts that SuperDupper pays to you. However, it is important to attempt to pay yourself on a regular basis to assure that creditors cannot argue that you are using SuperDupper as your personal pocketbook.

2.3.3. Because you are not an employee of SuperDupper for income tax purposes, all items of income, expense, deduction, and credits will be reflected on your individual tax return. You should ask your accountant about whether you should be filing quarterly estimated tax returns.

2.3.4. All income from SuperDupper is subject to self-employment tax, unless the income is derived from a source (e.g., ownership of real property) that is specifically exempt from this tax. There are proposals being advanced both before the I.R.S. and before Congress to modify the way single member LLCs are treated for self-employment tax purposes. Thus, you should watch for new developments in this area.

2.3.5. Even though you are not an employee for income tax purposes, you will be a "covered employee" for purposes of the Maryland workers' compensation law. This means that you will have to provide workers' compensation insurance coverage for yourself. The Maryland workers' compensation law does allow you to elect not to be covered by the law. In order to make that election, a written notice must be submitted to the Workers' Compensation Commission and the insurer providing coverage to the employees of SuperDupper. Although opinions differ on this issue, I believe that you should not make an election not to be covered. You may want to call me to discuss this issue.

2.3.6. If SuperDupper has employees, it will have to obtain a Maryland withholding tax number and a Maryland unemployment tax number. In order to obtain these numbers, you can fill out and file a Maryland Combined Registration Form (a copy of which is attached) or go to the site:

<https://interactive.marylandtaxes.com/webapps/comptrollercra/entrance.asp>

and file online.

This is also a link, but to a different page in the document.

Audience

November 5, 2005

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FISHER & WINNER, LLP

2.4. **Tangible Personal Property Tax Returns.** Maryland requires all LLCs to file tangible personal property tax returns annually even if they have no tangible personal property subject to the tax. This is a fairly simple return to prepare and file. If SuperDupper has no tangible personal property subject to the tax, SuperDupper will have to pay a \$300.00 annual fee. If SuperDupper has tangible personal property, there will be additional taxes due based upon the county tax rate(s) in

revoked.

### 3. MANAGEMENT OF SUPERDUPPER.

#### a. *General.*

Under the terms of the Maryland Limited Liability Company Act and the Operating Agreement, you have the authority to bind SuperDupper for transactions within the usual course and conduct of SuperDupper's business and affairs. Under the terms of the Operating Agreement, no other person is or should be permitted to sign documents on behalf of SuperDupper without your written authorization.

I would also suggest that you have SuperDupper "resolutions" prepared for significant transactions in which SuperDupper proposes to engage (*i.e.*, any transaction outside the usual course of SuperDupper's business, such as acquisitions or dispositions of equipment or significant supplies and/or borrowings by the company borrowings or other significant contracts). These resolutions should authorize SuperDupper to negotiate and consummate the proposed transaction and authorize you to execute documents on behalf of SuperDupper in connection with the proposed transaction.

It is not uncommon for other parties dealing with SuperDupper to request evidence of your authority to sign on behalf of SuperDupper. This authority can be evidenced by a simple resolution. I can provide the necessary resolution at a minimal cost. Even if the other party dealing with SuperDupper provides the form of resolution or similar "authority" type document, I would suggest that document be reviewed by legal counsel.

It is important to maintain the formal integrity of SuperDupper, which, as I have indicated above, is a separate and distinct person for state law purposes. Accordingly, when you execute documents or instruments on behalf of SuperDupper, you should *always* execute the document in

a manner indicating the representative capacity in which you are signing. An appropriate signature block for SuperDupper would be as follows:

SuperDupper, LLC

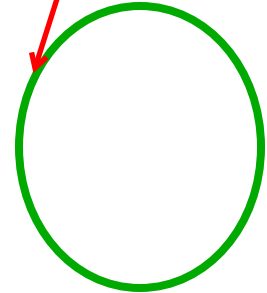
By: \_\_\_\_\_  
Audience, Member

or

SuperDupper, LLC

By: \_\_\_\_\_  
Audience, Chief Operating Officer

This is also a neat tool--the button tool. Here, it links to the first page.



**3.2 Sources of Personal Liability.** The Maryland Limited Liability Company Act provides that you are generally not liable for SuperDupper's debts and obligations. However, if you fail to follow the formalities described in this memorandum (*e.g.*, failing to transact business in SuperDupper's name, maintain proper records or hold assets or incur debt in SuperDupper's name, or correctly indicate your representative capacity when signing on behalf of SuperDupper, etc.), the result may be that you will be held to be personally liable for certain of SuperDupper's obligations. In addition, you will also be liable: (i) if you are negligent or personally act in some illegal way (*e.g.*, if you negligently injure someone while driving a car on SuperDupper's business), (ii) if you make improper distributions which are determined to be fraudulent conveyances (which means, generally, that the payments were made when SuperDupper was insolvent and the payments were in excess of the fair value of the property or services that you provided to SuperDupper), (iii) if you fail to properly withhold any payroll taxes on the wages of employees, or (iv) the payments constitute "preferences" within the meaning of the Bankruptcy Act.<sup>1</sup>

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<sup>1</sup>While a full explanation of what type of payment might constitute a "preference" is beyond the scope of this letter, you should assume that any payment (i) that is made to you or any of the members of your family within the twelve months before SuperDupper files any bankruptcy proceeding and (ii) which is not made at the same time as the obligation is incurred by SuperDupper, will be construed to be a preference.

If, at any time, you have specific questions regarding these issues, please do not hesitate to contact me.

Very truly yours,

Stuart Levine

cc: Attachments (2)  
File

Very truly yours,

  
Stuart Levine

I have signed this document in two different ways. The first uses the AA electronic signature. You will note that it shows the name, date, time, and the reason for the signature. The second signature is an AA scan that I clipped and turned into a stamp.




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### Adobe Acrobat 7 Professional

Adobe released a new version of its Acrobat software. Is it worth \$449? Read on for a firsthand look at the pros and cons.

(creativepro.com)


By [Susan Glinert](#), *creativepro.com* contributing editor

Tuesday, March 15, 2005

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[Adobe Acrobat](#) is one of the killer apps that have changed the face of computing for the better. Thanks to this suite of programs, exchanging information among incompatible platforms has become a non-issue. But there's always room for improvement. This is a review of the recently released version 7 of Acrobat Professional, a major upgrade with a significant array of new features.

### The Installation

Acrobat 7 is bloatware: You need 460 MB of hard disk space to install the behemoth. Fortunately, you can slim down the installation by deselecting components you don't think you'll use. You'll also have to uninstall Acrobat 6 (but not version 5).

### First Impressions

Adobe claims that performance has been enhanced so that the program loads faster under Windows, thanks to a speed launcher that loads when you start Windows. I compared versions 5, 6, and 7 and didn't experience much difference in load times. Depending on your configuration, you may see more improvement. Note that the speed loader isn't available in the Mac version.

### New Views

You won't notice a big interface change when you first open Acrobat 7, but there are several new ways to view



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## Acrobat 7 Professional

Company:  
[Adobe Systems, Inc.](#)

List Price: \$449;  
 upgrade \$159

Platforms:  
[Windows](#),  
[Macintosh](#)  
[www.adobe.com](http://www.adobe.com)

### Pros:

Fabulous suite of tools for everything from prepress production tasks to forms design. Superb organizational features. Tight integration with AutoCAD and most major Microsoft applications

documents. The New Window command opens multiple instances of the same document. Acrobat changes the file name by one digit for each new instance, which is useful for cloning a document that requires multiple output options.

The new Spreadsheet Split command splits the window into four independently scrollable panes -- nice for inspecting wide tabular data.

When you have multiple documents open, you'll see independent buttons in the Windows taskbar by default. You can turn off this option in the Preferences>General dialog box if, like me, your taskbar is already overburdened.

### Noteworthy

There are two new markup tools for notes: callout and dimensioning. The callout tool lets a note point to a specific place, and the dimensioning tool (which doesn't actually show measurements) draws a line between two points with a comment in the center.



*The new Callout tool is nice for pinpointing a target in the document. Notice the repositionable handle at the end of the arrow.*



*Too bad the dimensioning tool doesn't actually show dimension, but it's still useful for markup.*

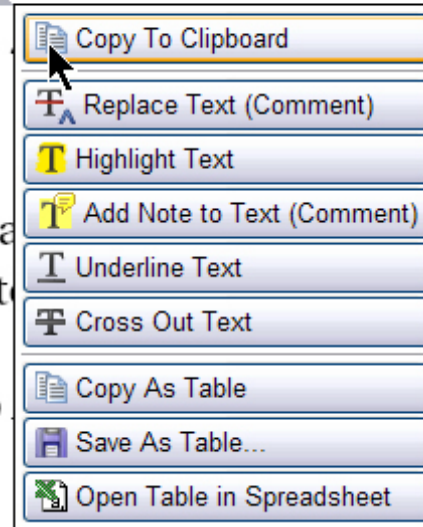
The Select Text tool now has a context menu that appears when you highlight a portion of the document.



**Cons:**

Requires a half  
a gigabyte of  
hard disk space  
Form  
interpretation  
leaves  
something to be  
desired

is on all four wheels and resist  
is equal to the total normal fo  
vehicle,



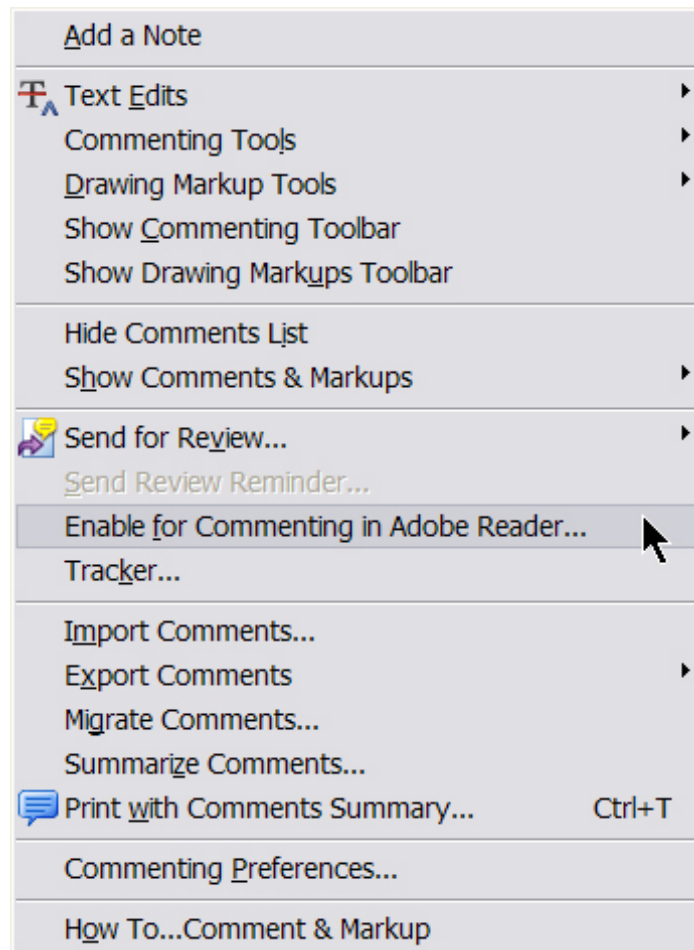
car para  
engine to

$mg \sin \theta$

*A context menu for the Select Text tool makes it easy to choose an action.*

One of the biggest change in version 7 won't affect users of the Professional version directly, but will have substantial impact on those who rely on the standalone (and free) Reader. If you give permission via Acrobat Professional, all the commenting and reviewing tools hitherto available in Standard and Professional will be available in Reader. The ability to add comments without being forced to buy the Standard or Pro versions of Acrobat should make the PDF format even more popular and transform how some businesses exchange information.





*If you enable this feature, anyone with the free Acrobat Reader can enter and respond to comments.*

### **Prepress and Distiller 7**

For people who spend much of the day constructing PDFs for print output, the new Print Production bar is particularly welcome. Here you'll find buttons for configuring trap presets, previewing output, preflighting, converting color spaces, managing ink, adding printer marks, cropping pages, fixing hairlines, flattening transparency, optimizing PDFs, and defining job definition files. At my job, I recently needed to reprint 45 book chapters with odd-sized pages on letter-sized paper. We set up a batch command to have Acrobat 7 add crop marks and reprint the entire book while we went off to do something else.

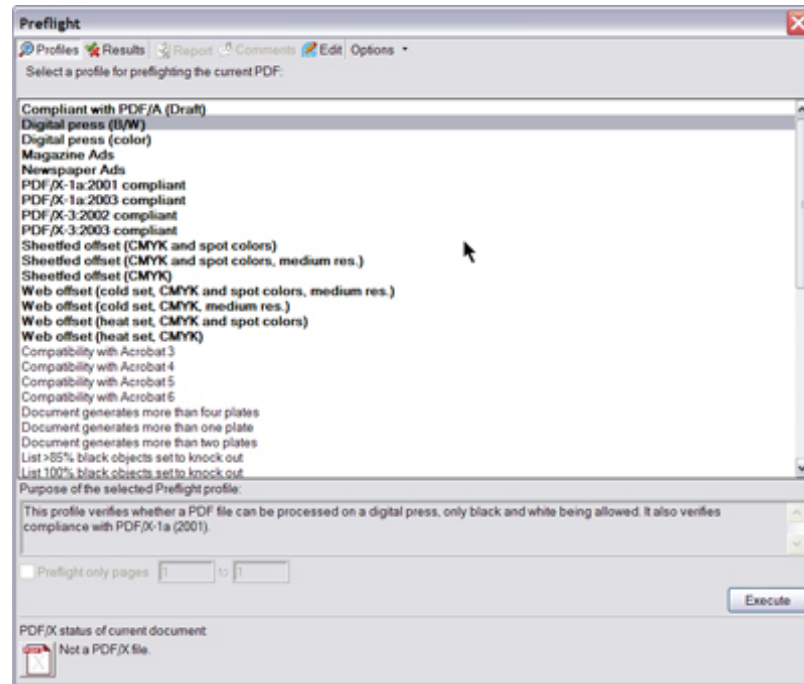




*The new Print Production toolbar puts most prepress tools in one convenient place.*

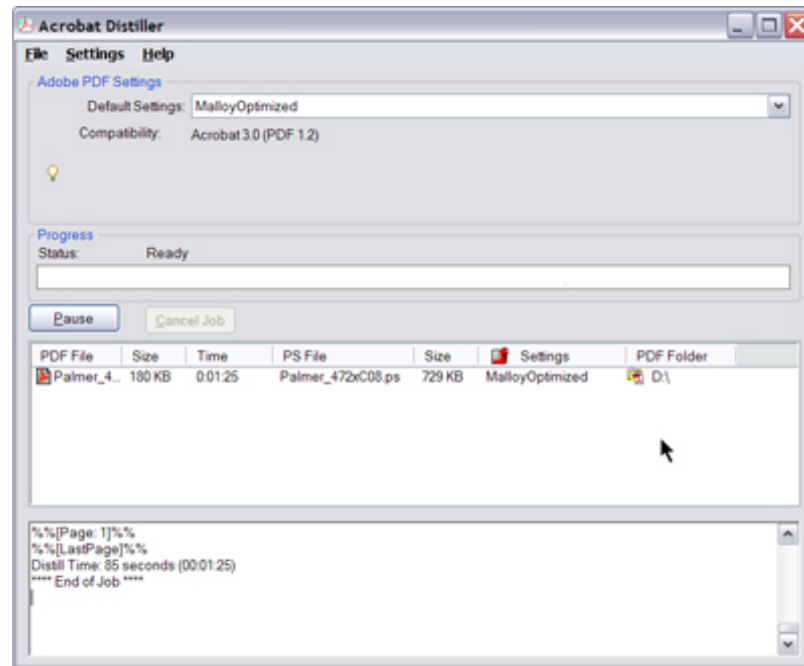
Preflighting in Acrobat 7 has improved considerably. There are enhanced options and useful preset profiles such as Digital Press, PDF/X-compliance, and a variety of offset press types. You can edit all of the profiles, and you can import and export them for workflow compatibility with other users. You can also save a profile as an executable file (called a droplet), which I like to put on my desktop, then just drag and drop PDFs on top of the droplet to preflight a batch of files. Pros will still want to have a copy of Enfocus PitStop around to fix problems.

Acrobat includes few tools for global tasks, such as replacing fonts. Adobe recommends that the fixes be done in the original file, which is an excellent practice, but not always realistic.



*A wide variety of preset profiles makes preflighting a snap.*

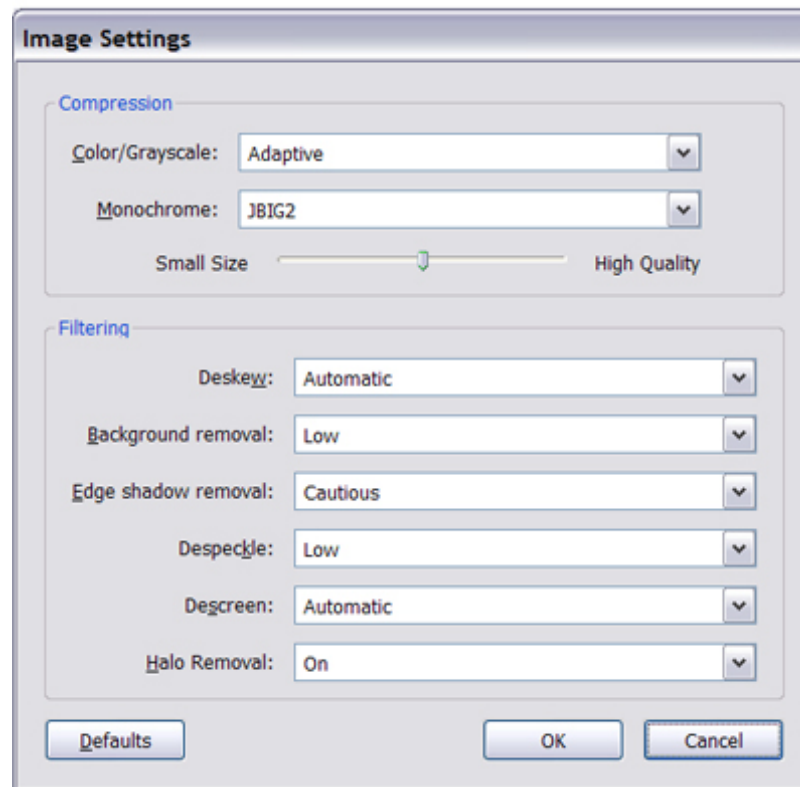
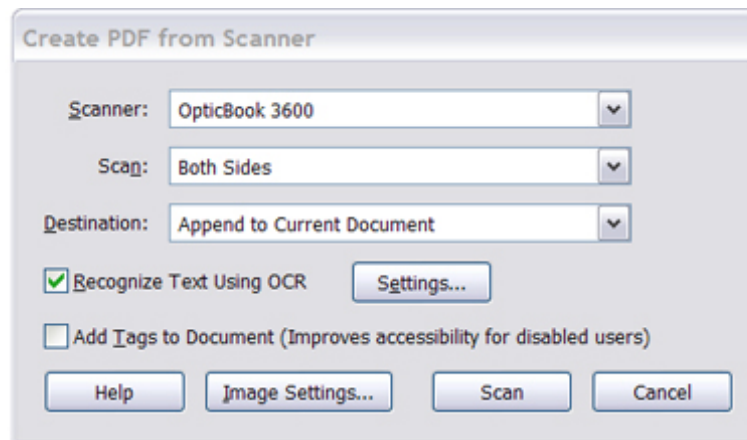
Distiller 7 is unquestionably easier on the eyes than earlier versions. The new panel contains pertinent information about the processed files.



*Distiller's new information panel is exceptionally useful for ensuring that files are distilled according to the correct job options.*

### **Scan and Inspect**

If you use Acrobat to scan to PDF, you'll find the new processing tools especially valuable. You can straighten images via the deskew tool; filter for background, halo, and edge shadow; and despeckle and descreen scans.



*Acrobat 7 includes Image touchup tools for scanning directly to PDF.*

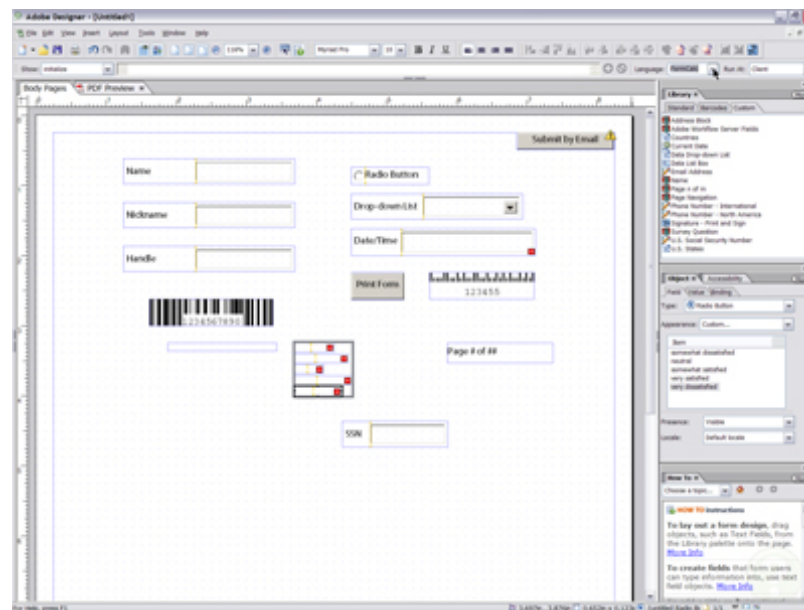
Acrobat 7 now supports object-level properties, so you can inspect and edit information attached to diagrams. This is especially pertinent to Microsoft Visio users who wish to share such data after converting Visio diagrams to the PDF

format. Earlier versions of Acrobat stripped out the properties, and anyone wishing to see them had to purchase Visio or install the (free) Visio Viewer.

### Intelligent Design -- Sort Of

Adobe Designer is now integrated into version 7 -- though only in the Windows version. When you click on Tools>Form, Designer launches the Forms Assistant and displays options for creating a form from scratch, using a template, or generating a fillable form from a static PDF or Word file. Once you've set all the options, you can go wild with the different fields and their vast assortment of customization settings.

Although I probably won't use it much, I liked the interactive barcode feature -- just drop a standard barcode into the document, save as a form, and watch Acrobat 7 encode user-entered data! And I had a wonderful time fooling around with the Survey Questions, which, among other things, makes it a snap to pester people with inane inquiries.



*The powerful Designer is a must if you need to design interactive forms.*

Forms don't need to remain in PDF format -- they can be

exported to a spreadsheet or saved as HTML. And you can use the Read Out Loud feature to listen to form fields as you tab through them.

In theory, the Designer is totally cool, and creating a form from scratch was fairly easy, but Acrobat's ability to create a form from a static PDF left me underwhelmed. There's no option in Designer to import the file so you can flop form fields in place -- the program insists on interpreting the document into a form, and in my case, it did a substandard job. I finally gave up and created the form inside Acrobat using the Advanced Editing form fields.

**DIRECTORATE OF IMMIGRATION AND NATIONAL REGISTRATION  
IMMIGRATION DEPARTMENT  
APPLICATION FOR ENTRY TOURIST VISA**

*( To be handed over to the immigration officer at the port )*

**RECENT PHOTO**  
Approx. 1.5" x 2"

1. Name in full ( in Block letters) \_\_\_\_\_
2. Father's Name in full \_\_\_\_\_
3. Nationality \_\_\_\_\_
4. Sex \_\_\_\_\_
5. Date of birth \_\_\_\_\_
6. Place of Birth \_\_\_\_\_
7. Occupation \_\_\_\_\_
8. **Personal description**
  - (a) Colour of hair \_\_\_\_\_
  - (b) Height \_\_\_\_\_
  - (c) Colour of eyes \_\_\_\_\_
  - (d) Complexion \_\_\_\_\_
9. **Passport**
  - (a) Number \_\_\_\_\_
  - (b) Date of issue \_\_\_\_\_
  - (c) Place of issue \_\_\_\_\_
  - (d) Issuing authority \_\_\_\_\_
  - (e) Date of expiry \_\_\_\_\_
10. Permanent address and phone no. \_\_\_\_\_
11. Address in Myanmar \_\_\_\_\_
12. Purpose of entry into Myanmar \_\_\_\_\_
13. **Attention for Tourists**

*Version 7 was unable to convert this simple, static form into a fillable one. Designer interpreted the entire text area into a single form field instead of parsing out each field individually.*

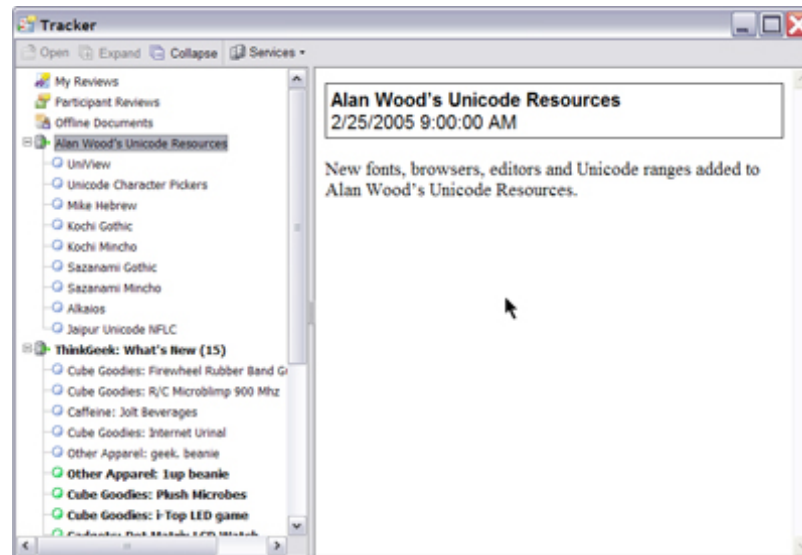
### Attach, Print, and Organize

With version 7, PDFs more gracefully carry additional files as attachments. If you move the PDF to another folder, all attachments migrate with it. And attachments may be searched and edited as well. Acrobat 7 introduces the concept of an "eEnvelope" to send secure file attachments via email. Anyone can view the PDF, but only authorized users can see unencrypted attachments.

The ability to create PDFs from files in AutoCAD and

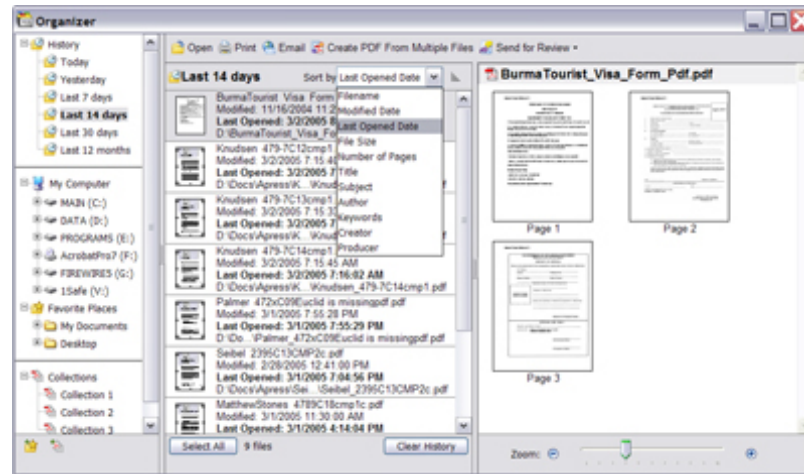
Microsoft applications is improved in the new version. One click will do it inside Office, Project, Access, Internet Explorer, Visio, Publisher, and PowerPoint. Especially useful is the new ability to convert single or multiple Outlook mail messages or an entire folder into a neat, searchable file.

To help you organize your PDF workload, version 7 includes a Tracker module for monitoring files and comments sent around for review. Inside the Tracker you'll also find the RSS newsfeed subscription service.



*Tracker watches local PDF activity and also pulls down RSS feeds from the Internet.*

Of all the new features in version 7, the Organizer is one of the coolest. From inside this dialog box, you can view your file history with thumbnails; combine PDFs; print or email them; and send them out for review. The Organizer is immensely helpful for dealing with a slew of documents. I liked the ability to sort documents into Collections (a familiar concept from photo album software). For example, I use Acrobat mostly to generate files for prepress, so I organized the PDFs for each book into separate collections for easy access.



*Thanks to Organizer, you can sort, inspect, print, and send documents from a single dialog box.*

### There's More

Acrobat 7 is so feature-rich, it's worth spending time wandering around and fiddling with the new features before sitting down to work with it. You may run into other new features I can't cover here, such as periodical subscription, single-file multi-page view, the 3D plug-in, non-indexed searching, extended language support for Central and Eastern European fonts, and enhanced security features.

### Final Thoughts

Despite all the new goodies, I confess that I still cannot entirely abandon version 5. As a compositor who works entirely from annotated PDFs, I need a program that lets me edit text, even though the font is not installed in my system. Sometimes, the only extant version of a document is in PDF format and the fonts are unavailable. Starting with Acrobat 6, this lifesaving technique has become forbidden. Fortunately, both versions coexist happily, letting me have the best of both Acrobat worlds. I rate Acrobat 7 as a must-buy. [Upgrade now!](#)

*Read more by [Susan Glinert](#).*



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