

# Adobe solutions for distributed team collaboration

Accelerate team decision-making regardless of where people are located



## Adobe Engagement Platform

Adobe Reader and Flash Player software combined are installed on more than 600 million Internet-connected desktops and devices worldwide.

### When people are mobile, the office is everywhere

Work does not stop when you leave the office. Using cellular phones and laptop computers, employees continue to be productive whether they are in the field, working from home, or traveling. Called telework, or eWork, this scenario is increasingly common in government environments. Telework can help agencies reduce office support costs, save money on travel expenses, and provide employees with the ability to balance their professional and personal lives. Also, telework is an effective tool for supporting continuity of operations by allowing work to continue when employees cannot get to their offices.

### When teams are extended, collaboration is complex

Decisions require input and acceptance from many people. Individuals, often from a variety of agencies, form a team that must share information, communicate concerns, develop ideas, and ultimately agree on a unified course of action. Within these complex extended teams, varying levels of information need to be shared, so control over content is a critical security issue. Also, geographic barriers make it more difficult for distributed team members to connect and share ideas and expertise.

### Help streamline collaboration with robust web conferencing and more secure information sharing

Collaboration is easier when the whole team is assembled in one place. When that is not possible, however, Adobe offers solutions to enable it virtually. Adobe solutions for distributed team collaboration help government organizations accelerate team decision-making regardless of where people are located by equipping them with a powerful and easy-to-use set of tools for web conferencing and content sharing.

Adobe solutions for distributed team collaboration allow workers to meet and collaborate in real time. Nontechnical users can share everything from text and graphics files to multimedia presentations and websites; collect comments from unlimited reviewers; and host live, interactive discussions online. Simple, intuitive interfaces based on familiar productivity tools like Adobe® Flash® Player and Adobe Reader® software make it easy for agency workers to get up to speed and begin collaborating and communicating with team members anywhere in the world—instantly.

### Confidently share content with security and control

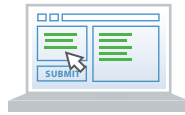
Adobe Acrobat® 8 Professional software enables government workers to compile multiple content types—text, spreadsheets, photos, 2D or 3D drawings, GPS data, and more—into a single, polished Adobe PDF document. Access rights can be easily assigned and managed, and the document can be distributed to a broad audience for shared reviews. Or users can simply click Start Meeting to collaborate in real time using Adobe Acrobat Connect™ Professional software.

Solution components:

- Adobe Acrobat 8 Professional
- Adobe Acrobat Connect
- Adobe LiveCycle®
- Adobe LiveCycle Policy Server
- Adobe LiveCycle Workflow

## Document-based asynchronous collaboration

### 1. Request



Complete, sign, and submit information request packages for review.

### 2. Create



Combine multiple file formats and data collected from office systems into template.

### 3. Disseminate



Assign security policies, add digital signature, and distribute completed PDF.

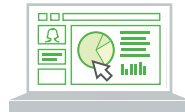
### 4. Feedback



Collaboratively mark up and review. Submit to office systems for data extraction and archiving.

## Real-time synchronous collaboration

### 1. Host



Stage online presentations and hold live, interactive meetings in easy-to-access virtual rooms.

### 2. Invite



Accommodate participants regardless of where they are located.

### 3. Present



Share video, web content, text, and graphics through whiteboard, VoIP, and chat capabilities.

### 4. Feedback



Accelerate team decision-making by collecting feedback from attendees.

Adobe solutions for distributed team collaboration equip teams with a powerful set of tools for web conferencing and document sharing. These easy-to-use solutions help overcome geography, network, and device limitations and foster leadership that delivers results.

### Host live meetings online for synchronous collaboration

Acrobat Connect Professional software enables government workers to communicate and collaborate instantly and cost-effectively through more secure, easy-to-host, and easy-to-access online personal meeting rooms. With support for up to 2,500 participants in any room, team members can access whiteboard, chat, VoIP, and video capabilities anytime and anywhere through any web browser. Also, meetings can be recorded and made available for future playback.

Acrobat Connect Professional content is always delivered in the Adobe Flash format, so critical information can be deployed almost anywhere—even to portable devices in austere environments. The software supports a host of government and commercial security features as well as enterprise scalability. Further, it can be purchased as a standalone system and implemented behind the firewall to leverage an agency's network security infrastructure.

### Manage and monitor policies and processes beyond the firewall

Adobe LiveCycle® Policy Server software enables agencies to apply persistent and dynamic security policies that specify who has access to documents, what they can do, and when and for how long. They can even audit usage to keep track of what people have done with the document. And, authors can update security policies at any time, even after distribution, to manage and track access no matter where a document resides.

Adobe LiveCycle Workflow software enables agencies to streamline, integrate, and secure human-centric processes within and beyond the firewall—whether users are online or offline. Through the unique component-based architecture of LiveCycle Workflow, users can visually assemble end-to-end workflows that unify people, systems, documents, business rules, and web services—quickly and flexibly. And because it leverages industry-standard technologies such as PDF, J2EE, XML, and web services, LiveCycle Workflow is highly scalable and integrates easily with virtually any IT infrastructure.

### For more information

For more details about Adobe solutions for government, visit [www.adobe.com/government](http://www.adobe.com/government) or call 800-861-9428

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