

Adobe Buzzword/Acrobat.com

Some definitions

- Acrobat
 - Family of commercial software programs used to view, create, and manage files in Adobe's Portable Document Format (PDF)
- Acrobat Reader
 - Free program that allows viewing and printing of PDFs
- Acrobat.com
 - Free, online web services from Adobe
 - Desktop client based on Adobe AIR is also available and is bundled with Adobe Reader 9
 - Used for file sharing and storage, PDF conversion, online word processing, and web conferencing
 - The key is collaboration
 - Tools and Services:
 - Adobe Buzzword: online word processor that lets you create documents and collaborate online
 - Adobe Connect Now: online conferencing tool that allows up to three users for free
 - Create PDF: you can convert up to five documents to PDFs for free
 - Share/My Files: online 5 GB file repository

Benefits of Acrobat.com

- Cost
 - Free
- Ease of Use
 - You can access and update your Acrobat.com files from any internet-connected computer
 - No software to download, install, or learn [unless you want the AIR app]
 - Platform agnostic!
 - You can create and share new documents with the click of a button
- Features
 - Storage: 5 GB in My Files / Unlimited in Buzzword
 - Web conferencing for up to 3 people
 - Create 5 free PDFs (and unlimited PDFs in Buzzword)
- Control/Secure
 - You can control at the application level who can access your files and what rights they will have
 - The site is SSL enabled



“Limitations”

- You must have a free Adobe ID to use Acrobat.com
 - Adobe IDs require you to have an email address
 - If your school does not allow student email accounts, you can set up a classroom set of free, anonymous, instructor-controlled email addresses at Gaggle.net
- Buzzword doesn't have a lot of font families (7)
 - The reason why is that Buzzword is designed to look the same on everybody's screen. Built-in fonts make sure everyone has the same fonts, and therefore sees exactly the same document.
- Buzzword doesn't [appear to] create structured documents
 - The lack of logical formatting [H1, H2, thead, etc.] may hinder the accessibility of exported documents

Our goals

- Demonstrate how to use Acrobat.com's Buzzword to encourage student content-creation, collaboration, and learning

Help

- Help with Acrobat.com
 - Description of Acrobat.com tools: <http://www.adobe.com/acom/>
 - Help documents: http://help.adobe.com/en_US/Acrobat.com/Acrobat/
 - Support center: <http://www.adobe.com/support/acrobatdotcom/>
 - User forums:
<http://www.adobe.com/cfusion/webforums/forum/index.cfm?forumid=76>
 - Blog: <http://blogs.adobe.com/acom/>
- Help with Buzzword
 - FAQ:
<http://kb.adobe.com/selfservice/viewContent.do?externalId=kb403448&sliceId=2>
 - Help: http://help.adobe.com/en_US/Acrobat.com/Buzzword/index.html

Adobe Buzzword

Logging in to Buzzword

1. Go to <http://www.acrobat.com/> and click the Begin button for Buzzword. You can also access the Buzzword login page directly at <http://buzzword.acrobat.com/>
2. Enter your Adobe ID email address and password and press the Sign In button. If you do not have an Adobe ID, select the red Sign Up! link at the bottom of the Buzzword sign-in box
3. Buzzword will log you in and then load the Buzzword interface [in Flash]

Buzzword has two views: the document organizer and the editor. When you login to Buzzword, the first thing you see is the editor. If someone sends you an email message with a link to a Buzzword document, the first thing you'll see is that document.



This work is licensed by Patrick Crispen [webmaster@netsquirrel.com] to the public under the Creative Commons Attribution-NonCommercial-ShareAlike 3.0 license. See <http://creativecommons.org/licenses/by-nc-sa/3.0/>

Tour of the document organizer

Note: the descriptions that follow are my own and may not necessarily represent the descriptions that Adobe uses

The document organizer has four sections

1. The Buzzword menu bar at the top of the screen
2. The docs bar [immediately beneath the Buzzword menu bar
3. The document organizer window in the middle of the screen
4. The share bar at the bottom of the screen

The Buzzword menu bar (at the very top of the screen) offers several tools

- Click on the words “Adobe Buzzword Beta” for a menu bar that lets you
 - Find out Buzzword’s build information
 - Change your settings and preferences
 - This should be second nature for Mac users who are used to preferences being under a menu named after the program
 - See some legal stuff about Buzzword
 - Sign out
 - Remember this!
- The document menu lets you
 - Create a new document
 - Import an existing document
 - File formats supported include Microsoft Word (DOC, DOCX), plain text (TXT), Rich Text Format (RTF), and Word 2003 XML files
 - Font substitution may occur when you import a document
 - Export your document
 - File formats supported include PDF, Microsoft Word (.doc, .docx), plain text (.txt), HTML, Microsoft Word 2003 XML (.xml), Rich Text Format (.rtf), and Open Document Format (.odt).
 - Open an existing document that you already have uploaded
 - Share a document with someone else
 - This is what Buzzword is all about. Creating online documents is cool, but creating online collaborative documents is paradigm-shifting.
 - Duplicate, rename, show info ... you can read the rest
- The help menu
 - Takes you to the Buzzword help site
 - The Search box is in the top left corner of the help site
 - Visit the discussion forum
 - Send Adobe feedback
- The new button [in the top left corner of the screen] lets you create a new document
- The meet button opens Acrobat Connect Now in a new window
 - We’ll talk about this later



This work is licensed by Patrick Crispen [webmaster@netsquirrel.com] to the public under the Creative Commons Attribution-NonCommercial-ShareAlike 3.0 license. See <http://creativecommons.org/licenses/by-nc-sa/3.0/>

The docs bar [immediately beneath the menu bar] helps you organize all of the documents you have created in or imported into Buzzword. These documents appear in the document organizer window in the middle of the screen. The buttons you select on the docs bar change the display order of the files in the document organizer window

- A-Z displays the documents alphabetically
- The “shrugging man” icon sorts the documents by author
 - Remember: Buzzword lets you collaborate on documents
- The clock displays the pages in the order that you last viewed them
- The “circle with a marker” icon sorts by date modified
- The three boxes lists the file by page counts
- The hat lists documents by your role with that document
 - We’ll talk about roles when we talk about sharing
- The i in a circle provides more information about a selected document
- On the far right side of the docs bar is a three white box icon that lets you access your other Acrobat.com files
 - You can store your documents on Buzzword and have unlimited storage or on Acrobat.com and have 5 GB of storage

The document organizer window is pretty self-explanatory. Use the icons in the docs bar to sort your files and then single-click on a file to open it. You can also click on the gray, downwards-pointing triangle to open a pop-up window with many of the file options available on the Document pull-down menu

The share bar at the bottom of the screen lets you share your documents with others

- You can chose if that person is going to be a co-author and will have the identical rights you have, a reviewer who can read and comment on a document, or a reader who can only open the document but not make any changes
- You have to enter the email address of the person(s) you want to share your documents with
- In the far right corner of the share bar is the “synchronator.”
 - Because Buzzword stores your files and changes on a remote server, knowing if you are connected to the Internet and if your changes have been saved is important.
 - The synchronator displays a combination of icons:
 - White circle = connected
 - Gray circle = not connected
 - Red pencil = unsaved changes
 - Green pencil = all changes are up to date
 - You can also hold your mouse over the synchronator to see your connection status

Using the Buzzword word processor

1. Login to Buzzword [<http://buzzword.adobe.com/>]
2. Select Document > New [or select the New button in the top right corner of the Buzzword menu bar]

This opens a new document. Notice that the Buzzword interface changes a bit. In particular:



This work is licensed by Patrick Crispen [webmaster@netsquirrel.com] to the public under the Creative Commons Attribution-NonCommercial-ShareAlike 3.0 license. See <http://creativecommons.org/licenses/by-nc-sa/3.0/>

- Two new menus appear on the Buzzword menu bar
 - Edit
 - Insert
- The doc bar is replaced by a formatting bar
 - The font tools are show by default
 - Font face, size, style, text color, background color
 - The keyboard shortcuts you know and love work here too
 - To the right of that are five additional “tabs”
 - Paragraph
 - Alignment, spacing, kerning, leading, indent, and outdent
 - List
 - Bulleted, numbered, and check list
 - Image
 - Insert image, inline/float/text wrap, offset
 - Table
 - Insert table, gridlines color, cell color
 - Click the + on the sides to add a column or row
 - Comment
 - Add comment, toggle comments on/off
 - Remember: Buzzword isn’t just about document creation—it is all about document sharing. Imagine a student or group of students sharing a paper with you and then you adding comments to it.
 - To add a comment
 - Place the cursor on the page [or highlight the part of the document on which you wish to comment]
 - Press the Comment button on the formatting bar [or the comment box that automatically appears in the right margin]
 - To remove a comment
 - Click the trash can in the bottom right corner of the comment
 - The last button takes you back to the document organizer
- Beneath the formatting bar [on the left side of the page] is a ruler slider
 - The ruler works just like it does in word, especially when it comes to indents and hanging indents
 - You can also set tab stops by clicking on a point in the ruler
- The share bar adds
 - A statue head [history]
 - A count of “flagged” [possibly misspelled words]
 - A word count

To insert auto-update fields (such as date last saved, page number, and number of pages)

- Insert > Field



This work is licensed by Patrick Crispen [webmaster@netsquirrel.com] to the public under the Creative Commons Attribution-NonCommercial-ShareAlike 3.0 license. See <http://creativecommons.org/licenses/by-nc-sa/3.0/>

To check spelling

- Select Edit > Check Spelling
- Buzzword also checks spelling as you type, flagging misspelled words with dotted red underlining

To save/name your file

- Select Document > Save [or Save As...]

To close an open document

- Select Document > Close
- You can also select the Buzzword docs link on the far right of the formatting bar

Collaborate on a document

“Sending” a document is so 20th century. The new way is to share a document because you continue to maintain control of that document even after it has been shared.

1. Open [or select] a document
2. In the share bar, select the Share button
3. Enter the email address of the person(s) with which you wish to share your document
4. Choose each person’s role
 - This first bullet point isn’t an option, but I thought I’d share it with you anyhow. When you create a file, you are the author of that file. *Authors can invite others to share a document and assign any role. In addition to adding a collaborator, authors can change the role of any other collaborator or remove a collaborator. Authors can write, edit, and add to comments made by others. Authors are the only ones who can delete a document.*
 - *Co-authors* are like authors, except co-authors cannot delete a document. A co-author can remove a document from their own organizer, but the document remains for others.
 - *Reviewers* can add their own comments to a document. They cannot add comments to comments made by others. Reviewers can’t share a document with others. Readers can only read the document
 - *Readers* can view a document but can’t comment or share the document with others.
5. Select the Next > button
6. Enter any additional text you wish to include in your email to your collaborators
7. Select the share button

The benefits of this approach are many:

- Shared documents, where everyone works on one copy by making comments and editing
- Assigned sharing roles, including author, co-author, reviewer, and reader, that allow different contributors to perform different tasks in a document
- The ability to add comments that include text, tables, and images
- A history of document versions that are always available



This work is licensed by Patrick Crispen [webmaster@netsquirrel.com] to the public under the Creative Commons Attribution-NonCommercial-ShareAlike 3.0 license. See <http://creativecommons.org/licenses/by-nc-sa/3.0/>

- A Collaborator bar showing who is invited to collaborate on a document and when each person last viewed the document

You can share a Buzzword document with as many other people as you want. You and other Buzzword users can have the document open at the same time—you can see their changes, and they can see your changes. You can also share a document for reading only, or for commenting only: others can place comments alongside the document but can't change it.

The Collaborator bar appears at the bottom of the Buzzword window in both the Document Organizer and the Editor. It shows who is sharing a document and what role they have. It also shows who has the document open. The person currently changing the document is shown as “editing.”

The bar can also show you who has read a shared document and when. Look for the icon next to a name:

- A solid white outline indicates that the person has read the current document.
- A dotted white outline indicates that the person has read an older version.
- Moving your mouse over an icon shows the date and time.
- An envelope indicates that an invitation has been sent but that your new collaborator has not yet accepted the invitation.
- A white slash (/) indicates that your collaborator has not yet opened the document.
- A green or red box indicates that a person has the document open or is editing it.

Collaborate in real time

Two or more users can collaborate in real time by sharing control of the document. When one person edits the document, that person has control and others cannot edit at the same time. To release control, click the Synchronator or go to Document > Save. A document is also released after an auto-save. For example, if one collaborator is inactive for a time, the document auto-saves and automatically becomes available to others for editing.

You can add comments at any time if you have author/co-author or reviewer rights.

Even though two users can't simultaneously edit a document, co-authors can collaborate in real time using the comments feature. For example, if one co-author is writing, the other co-author or a reviewer can add a comment that immediately appears in the document.

Collaborate using comments

We've already talked about this. ☺

Saving a Buzzword document to your computer

WHY ON EARTH WOULD YOU DO THIS? YOU LOSE CONTROL OF VERSIONING IF YOU DO THIS!

- Choose Document > Export
 - Buzzword can convert your files to PDF, Microsoft Word (.doc, .docx), plain text (.txt), HTML, Microsoft Word 2003 XML (.xml), Rich Text Format (.rtf), and Open Document Format (.odt).



This work is licensed by Patrick Crispen [webmaster@netsquirrel.com] to the public under the Creative Commons Attribution-NonCommercial-ShareAlike 3.0 license. See <http://creativecommons.org/licenses/by-nc-sa/3.0/>

- If the Buzzword fonts are not on your computer, they are mapped to different fonts as follows
 - Adobe Garamond Pro > Georgia
 - Courier Std > Courier New
 - Cronos Pro > Trebuchet
 - Minion Pro > Times New Roman
 - Myriad Pro > Arial
 - New Gothic Std > Lucida Sans Unicode
 - Tekton Pro > Comic Sans MS

