

## Buzzword

### The First *Real* Web-Based Word Processor

Welcome to Buzzword®, Adobe's Flash-based word processor. Buzzword is part of Acrobat.com — the new offering from Adobe® which includes web-based file sharing and storage, create PDF services, and on-line web conferencing and screen sharing.

The Buzzword team is working closely with many other Adobe initiatives and you'll see the results throughout the coming year. We'll continue to do frequent releases as new features are ready. For more information, please [view our blog](#).

### First Things First

#### **Thanks.**

Thanks for taking a look at Buzzword. Buzzword is on the web at <https://buzzword.acrobat.com>. You might want to bookmark the URL so that you can return to it easily.

### Lots of Cool Features, and More to Come

Buzzword is a work in progress, and has a number of impressive features, too many to list here. Because this is a web-based application, you'll get all the new features automatically. On-line Help describes the current features and includes some "how-do-I" tips.

### Getting Started

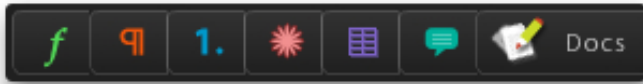
Please read through this document for a quick overview of what Buzzword has to offer. For more information about how to use Buzzword, use our on-line Help System.

As you can see, Buzzword looks like a normal word processor, but it operates inside a web browser. Because Buzzword is web-based, the document you are editing is not stored on your local machine, but rather on our secure servers. This means that you can access your document from any web connection. You no longer need to email files to yourself or carry them on USB keys in order to have access anywhere. And, because we're saving the content on the server, you don't have to worry about crashes, viruses, versioning, losing connectivity or navigating away from the page.

But we didn't skimp on performance in moving to the web — try typing some text and you'll see that Buzzword's response is quick and snappy. It's computing line breaks, running text around graphics, managing headers and footers, and breaking pages on every keystroke.

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## The Toolbar



*We've reworked the traditional word processing menu into a series of bars in order to simplify the screen and to focus visual attention on the document.*

The icons reveal bars as follows:

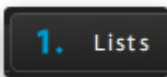
Fonts | Paragraphs | Lists | Images | Tables | Comments | Document Organizer

Mousing over each icon and pausing will reveal a small label to orient you to the functionality. Clicking on each icon opens that particular bar. Clicking on the Docs icon closes the current document and takes you to the Document Organizer. Take a minute and click on each icon to familiarize yourself with the options on each bar.

## Fonts and Paragraphs

The choices and tools you use to change fonts, size, color and other attributes are conveniently displayed when you first open your document. Paragraph options include alignment, line spacing and indent controls.

## List Handling



Buzzword makes it easy to build and manage bulleted lists, numbered lists or check box lists. They're easy to manage and work the way you'd like them to work. For example, place the cursor on the second item in the list below, open the List Bar and click on the Skip Button.



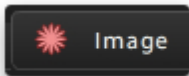
1. First item
2. Second item
3. Third item

For a check box list, the list shows empty check boxes when you first create it. And, when you're ready, you can check items off the list by clicking on the check box. The box will now show a check mark - done! For example:

- Try Buzzword!
- Tell my friends

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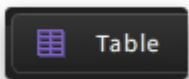
### Images



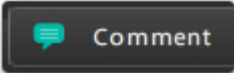
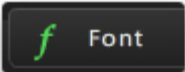
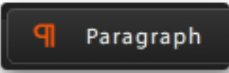
While current HTML editors have some graphic capabilities, they're constrained by HTML limitations. Buzzword, however, can flow text around a graphic quite well. To place a graphic into this document, open the Image Bar and then click on the Insert Image icon. Or, you can select Insert Image from the Edit Menu. Pick a JPEG, GIF, or PNG from your disk drive. Buzzword will take that image, send it up to the server, and then place it at your insertion point. You can drag and drop the image anywhere in the document. You can also size it by pulling on the corners. The Placement icons provide options like centering a graphic or pushing it to the side, or using the graphic as an inline element. Select the image and click on each of the graphic icons to get a feel for how they work.




### Tables



Tables are another example of ease of use and direct manipulation. Here we've created a table:

	Comment Toolbar	Add, Hide and Show Comments
	Font Toolbar	Choose Font, Size, Attributes, Color, Highlight
	Paragraph Toolbar	Left, Right, Center Align, Line Spacing, Space Between Paragraphs, Indent Levels

We've designed our table handler to make it simple to work with tables without numerous mouse trips to the menu bar. Click on a column header. You'll see an Inserter Button  appear on either border. Clicking on either of the Inserters creates a new column. You can do the same for rows. If

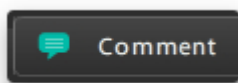
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you click and drag on a column or row border, a resizing arrow appears with a continuous readout of the column width. You'll also notice a menu button that opens a small context menu for other commands. Finally, you can control the horizontal positioning of the table itself by dragging the left-hand border.

## Comments and Collaboration

In this overview, we've just shown you Buzzword working in single-user mode. But, many documents today are the product of several people's contributions. You might have multiple authors, or you'll at least send drafts around for review. Students may have a team assignment or be submitting the paper for grading and comments from the teacher.

Today, we typically do this by attaching Word documents to emails and mailing them to multiple people. The result is a proliferation of documents and comments, that often leads to confusion and version collision. But if you have only one copy of the document, collaboration becomes much simpler. The owner can share the document with whomever she wishes. Each user sees the same copy of the document and any changes and comments in real time.



You can hide and display comments from the Comment Bar. Just click on the Show comment icon.



When comments are active, you'll see a small comment bubble in the right margin of your document. Mouse over the comment bubble - it expands and prompts you to "Click to add a new comment here." You can add text, tables or graphics to comments, as well as drag the contents of a comment into the document.

## Spell Check



Spell Check - a feature we know many people depend on! Buzzword does automatic spell checking and flags misspelled words as you write. It has a personal dictionary where you can add or delete words specific to your writing needs. For example, you can include acronyms that you use frequently, names, or other words which are not typically found in a dictionary. The dictionary used for Spell Check is US English at this time [1].

## Word Count

Word Count is another key feature for students, journalists and others. Buzzword automatically counts the words as you type. The count displays in the collaborator bar, near the count of misspelled words. It is always up to date. For example, the original version of this document has 1818 words and one is misspelled.

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### The Document Organizer



The Document Organizer shows a list of all of your documents. Use the icons at the top of the page to sort the documents. When you are editing a document and you click the Docs icon, your current document is saved and you return to the Document Organizer. At the bottom of the screen is a panel that shows you who is collaborating on each document and what rights they have. You can also see whether others have the document open and if they are editing it.

### Importing and Exporting Documents from Other Applications

You can import documents from Microsoft Word (.doc, .docx or Word 2003 XML), text (.txt) and Rich Text Format (.rtf) files. From the Document menu in the Document Organizer, use the Import menu to import files. To export files to Microsoft Word (.doc, .docx or Word 2003 XML), .txt, .rtf, or .html, use the Export command from the Document menu in the Editor or in the Organizer.

Buzzword can also export files to Adobe PDF.

### Sharing

The panel at the bottom of the Buzzword window has a Share button and information on others who have access, if the document is already shared. Click on the Share button in the lower left corner of the screen, and you'll launch a sharing dialog from which you can invite people by email to co-author, review or read your document. You can invite people to share your document by assigning one of three roles:

- Co-author - full writing privileges
- Reviewer - can only add comments to the document
- Reader - can only read the document

When you share a document, you'll see icons for each of the people with whom you've shared the document. Buzzword shows you more information about each person as you mouse over each icon. For example, you can see if someone is currently editing the document, whether they've opened the document or even if they opened an older version of the document.

### Version History

Unlike most word processors, Buzzword not only saves the document as you work, it also makes several of the latest versions available to you. You can find previous versions of your current document by clicking on the History icon at the lower right corner of the screen.

A timeline of the versions appears. As you hover your mouse over each version, you'll see who

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created it and when. Click on a dot to open a particular version of the document.

## Synchronization

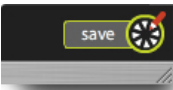
Note the small icon in the lower right corner of the Buzzword window. We call this the "Synchronator" and it gives you info about your document:



All your changes to the document have been saved on the server.



You have changes in your document not yet saved.



You can click on the Synchronator at any time to save and update your document, or you can rely on autosave to do this for you.

## There's more...

Explore on your own. There's much more to Buzzword, and more to come.

## Thanks

For more information, to give us feedback (bugs, problems, feature suggestions) or to make comments, please feel free to go to:

- Our User Forum at [http://www.adobe.com/go/acrobat\\_com\\_supportforum\\_bw\\_en](http://www.adobe.com/go/acrobat_com_supportforum_bw_en)
- Or, read more on the Acrobat.com Blog, including the Buzzword blog, where you'll find on-going updates on Buzzword's future functionality and our approach to providing great word processing on the web. [http://www.adobe.com/go/acrobat\\_com\\_blog](http://www.adobe.com/go/acrobat_com_blog)

Again, thank you for using Buzzword.

The Buzzword Team

[1] Support for international languages is in our plans, but needs further work to support non-English dictionaries, character sets and other related features. We also wanted to show the Endnote feature!