

For: All FSA Employees

Employee Survey for Adobe Acrobat Software Use

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Adobe Systems developed a software application which allows users to view, search, create, manipulate, print, and manage files in the Adobe Portable Document Format (PDF). There are 3 different software products available in the Adobe Acrobat family of software:

- Adobe Reader
- Adobe Acrobat Standard
- Adobe Acrobat Professional.

Depending on the Adobe Acrobat product used, the software will provide the capability to perform all or some of the functionality mentioned in this subparagraph.

The Adobe Acrobat **Standard** software installed on all FSA computers is due for renewal. However, the renewal price has increased significantly. Many FSA employees only use the view, search, and print functions provided by Adobe **Reader** Software, which is available at no cost. Therefore, as a cost saving measure, FSA plans to reduce the number of Adobe Acrobat **Standard** software licenses by at least 50 percent. To accomplish this goal, FSA employees will be asked to complete a survey to identify those employees who are using Adobe Acrobat **Standard** Software to complete required work tasks.

B Purpose

This notice provides FSA employees the following:

- an explanation of the differences in Adobe **Reader** and Adobe Acrobat **Standard**
- instructions for completing a survey to identify employees who need to retain Adobe Acrobat **Standard**
- a deadline for completing the survey.

Disposal Date	Distribution
December 1, 2013	All FSA Employees; States relay to County Offices

Notice IRM-458

1 Overview (Continued)

C Contact

Contact FSA, ITSD, Budget and Acquisitions Office (BAO) for general information or questions about this notice by e-mail at **FSA-BAO-Requests@wdc.usda.gov**.

2 Adobe Versions

A Adobe Reader and Adobe Acrobat Standard

Following are the 2 versions of Adobe used by most employees and the web sites to access for more information:

- Adobe Reader software is used for viewing, printing, and annotating PDF documents (<http://www.adobe.com/products/reader.html>)
- Adobe Acrobat Standard is used for editing, or signing PDF documents (<http://www.adobe.com/products/acrobatstandard.html>)

Generally, most employees only use the Adobe Reader to view, print, or comment on PDF documents. The option to create PDF documents is available in MS Word, so there is no need to use Adobe Acrobat Standard for creating PDF documents. However, Adobe Acrobat Standard must be used to edit PDF documents.

Employees who currently have Adobe Acrobat Pro installed on their computers will need to indicate this when completing the survey. Acrobat Pro will remain on the computers of employees who currently have it installed.

B Completing the Survey

Employees shall:

- access the survey at <https://fsa.sc.gov.usda.gov/mgr/itsd/BAO/Lists/Adobe%20Inventory/overview.aspx>
- complete the survey by September 13, 2013.

FSA recently received notice about the price increase in the license fee for Adobe Acrobat Standard. Since FSA currently has this software installed on all computers, it will amount to a large cost increase when trying to cut or maintain budget levels. Quick action is needed to make the necessary changes to our computers because the cost increase will become effective in FY 2014.

Adobe Acrobat Standard will be replaced with Adobe Reader **only** for those employees whose survey results indicate that Adobe Acrobat Standard is **not** needed.