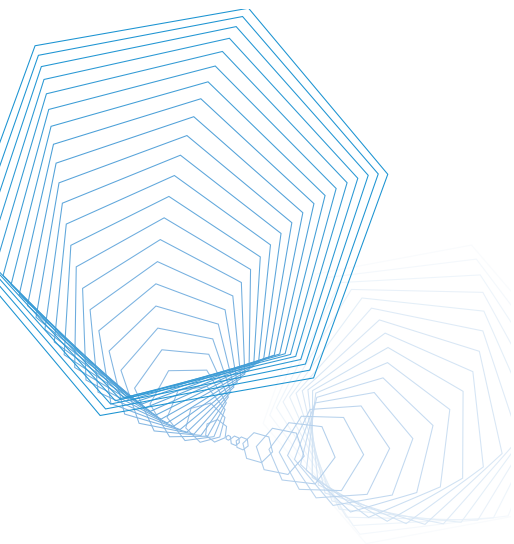


# Adobe® LiveCycle™ Barcoded Forms

## Bridging the paper-to-digital divide

Paper forms continue to play a critical role in many organizations, even as electronic automation grows in adoption. While paper forms are familiar to end users, processing them can be costly. Capturing data from paper is not only inefficient, but it also introduces expensive errors.



### ADOBE LIVECYCLE BARCODED FORMS:

- Automatically encodes user-supplied form data in 2D barcodes
- Captures paper-based form data with 100% accuracy for all successful barcode reads
- Encodes data in XML or another user-defined format and provides it to an organization's workflow engine or core systems
- Supports electronic and paper forms processing in a unified environment
- Seamlessly integrates paper form data with electronic business workflow
- Processes different types of forms with a single workflow definition
- Leverages the industry-standard PDF417 (Portable Data File 417) barcode format and free Adobe Reader®
- Extends the value of your Adobe LiveCycle platform investment

### ADOBE LIVECYCLE BARCODED FORMS LETS YOU:

- Eliminate manual data entry and lower forms processing costs
- Improve data accuracy in core systems
- Gain efficiency in processing multiple types of forms
- Lower costs of integration across Adobe applications and third-party applications
- Streamline mission-critical processes
- Provide end users with more options for forms submission
- Ease the transition to electronic forms processes

### Automate paper forms processing

Adobe LiveCycle Barcoded Forms can replace less efficient forms processing alternatives for organizations that need to process high volumes of “fill-and-print” paper forms. Eliminate rekeying data and manual error correction: The data captured from paper forms is efficiently integrated into an organization's core IT systems, optionally using automated workflow. With Adobe LiveCycle Barcoded Forms, you can enhance fillable Adobe Portable Document Format (PDF) forms with dynamic 2D barcodes to accurately capture user-supplied information. This helps reduce processing costs and errors and saves time. What's more, with Adobe technology, you can process both electronic and paper forms in a single, unified environment to provide faster and more accurate service to end users.

### Author, update, and decode

Adobe LiveCycle Barcoded Forms leverages industry-standard technology to author, update, and decode 2D barcoded, fillable PDF forms. Two-dimensional barcodes provide significantly higher data capacity than a typical one-dimensional barcode.

The 2D barcode encodes user-supplied information in real time while the user fills in the form. When the form is printed and submitted by fax or mail, you can use Adobe LiveCycle Barcoded Forms to efficiently and automatically decode the barcode and send the extracted user-supplied form data to the next step of your organization's processing system.

When the barcode is read successfully, captured data is a 100% match with the information supplied by the form end user. Error correction increases successful reads to very high levels, even with consumer-level printing and faxed workflows.

### Leverage the strengths of Adobe PDF and Adobe Reader

The Adobe solution leverages PDF and Adobe Reader to reliably extend the reach of forms-based processes to any end users, regardless of their hardware or software configuration. PDF preserves the precise look and feel of original paper forms, down to the layout and fonts. With fillable Adobe PDF forms, you can ensure that your end users will have an intuitive experience as they complete forms electronically in the free and ubiquitous Adobe Reader. The broad global acceptance of Adobe Reader software means your organization can capture information from anyone, anywhere, in a way that is convenient and completely free of charge for form end users.

## SYSTEM REQUIREMENTS

### Form authoring

- Adobe LiveCycle Designer 7.0 or Adobe Acrobat® Professional 7.0 and Adobe LiveCycle Barcoded Forms authoring plug-in
- Adobe LiveCycle Designer 7.0 OS: Microsoft® Windows® XP Professional or Home, or Windows 2000 Professional with Service Pack 2
- Adobe LiveCycle Designer 7.0 Hardware: Intel® Pentium® III processor with 450 MHz or equivalent, 256 MB of RAM, 150 MB of disk space, CD-ROM drive for installation
- Adobe Acrobat Professional 7.0 with the Barcoded Forms authoring tool OS: Microsoft Windows XP Professional or Home, or Windows 2000 Professional with Service Pack 2
- Adobe Acrobat Professional 7.0 with the Barcoded Forms authoring plug-in Hardware: Intel Pentium processor with 128 MB of RAM (256 MB recommended) and 460 MB disk space

### 2D barcode decoding usage right

- Adobe LiveCycle Reader Extensions 6.1 or higher
- OS: Microsoft Windows Server™ 2003, Red Hat® Advanced Server 2.1, IBM® AIX® 5.2, Sun® Solaris® 8 or 9
- Application Server: IBM WebSphere 5.1, JBoss 3.2.2
- Hardware: Intel Pentium III 500MHz or faster processor, 512 MB of RAM (1 GB recommended), 300 MB of disk space for installation, CD-ROM drive for installation

### Form fill-in

- Adobe Reader 7.0 or Adobe Acrobat 7.0, Microsoft Internet Explorer 5.01, 5.5, 6.0, or 6.1 (Adobe Reader 6.0.2 or Adobe Acrobat 6.0.2 can be used with English forms authored in Adobe Acrobat 7.0)
- OS: Windows XP Professional or Home Edition, or Windows 2000 with Service Pack 2; Mac OS X 10.2.8 or 10.3
- Hardware: Intel Pentium processor: 128 MB of RAM, 35 MB of disk install space; PowerPC® G3, G4, or G5 processor: 128 MB of RAM, 35 MB of disk install space
- Network connection for download or CD-ROM drive for installation

### Form processing

- Software: Adobe LiveCycle Barcoded Forms Decoder
- OS: Microsoft Windows Advanced Server 2003, Windows XP Professional, or Windows 2000 with Service Pack 4
- Hardware: Intel Pentium IV processor, 1 GHz or faster, 512 MB of RAM (1024 RAM recommended), 100MB of disk install space, 50 MB of disk free space
- CD-ROM drive for installation
- USB port for decode key

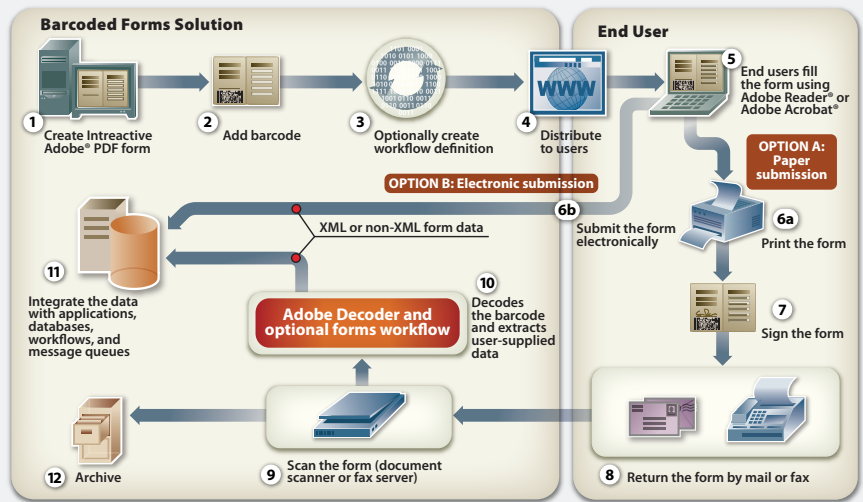
### Optional form workflow

- Adobe LiveCycle Workflow is a J2EE application that supports market leading operating systems, Web application servers, and databases. For product-specific platform support and system requirements, please visit: [www.adobe.com/products/server/workflowserver/main.html](http://www.adobe.com/products/server/workflowserver/main.html).

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95005416 06/05



**Figure 1: Connecting Paper and Digital Processes with Barcodes**

**Steps 1-4: Form authoring**—Use Adobe LiveCycle Designer 7.0 or Adobe Acrobat Professional 7.0 with the Adobe LiveCycle Barcoded Forms authoring tool to enable fillable PDF forms with 2D barcodes. You can specify any format for data extraction, such as XML or tab-delimited characters. A workflow definition can optionally be created using Adobe LiveCycle Workflow Designer, including business processes specific to Adobe LiveCycle Barcoded Forms. Publish forms on a Web site or distribute them on CD. With optional additional Adobe Document Services, assign special end-user capabilities (such as the ability to work offline and add digital signatures).

**Steps 5-8: Form fill-in**—The end user fills in the form with Adobe Reader 7.0 or Acrobat 7.0. The 2D barcode automatically updates with the user-supplied information in real time. The end user can then print the form, sign it, and mail or fax it back to your organization. If enabled with special usage rights, the form user can also submit the completed form electronically.

**Steps 9-12: Form processing**—Scan completed paper forms into an electronic image. The Adobe LiveCycle Barcoded Forms Decoder locates the 2D barcode on the scanned image, decodes it, and extracts the data in your specified format. Adobe LiveCycle Barcoded Forms can also be used in conjunction with existing third-party barcode decoding solutions.

Using the business workflow definition you created, Adobe LiveCycle Workflow can automatically forward captured form data to the appropriate enterprise processing application. Because you can specify the data format in the authoring phase, moving form-based data across multiple enterprise applications is easy. You can also archive data to be visually presented months or years later, just as it was entered into the original PDF form.

### Gain even more flexibility with Adobe Document Services and Adobe LiveCycle Workflow

By enhancing Adobe LiveCycle Barcoded Forms with additional Adobe Document Services, enterprises and agencies today have the option of creating special Adobe PDF forms that allow Adobe Reader users to take advantage of enhanced capabilities, such as:

- Saving forms locally for offline filling and archiving of completed forms
- Adding comments for third-party reviews
- Applying digital signatures

As a component of the Adobe Intelligent Document Platform, Adobe LiveCycle Barcoded Forms is tightly integrated with Adobe Document Services for document generation, collaboration, document control and security, and process management. Adobe LiveCycle Barcoded Forms customers also have the option to take advantage of Adobe LiveCycle Workflow to define business processes using an intuitive graphical user interface. This means cost-effective handling of multiple kinds of forms, helping manage the flow of user-supplied information among business users, approval processes, and back-end systems.

