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Perhaps you've just distributed an eye-catching new brochure or ad for review. But when your clients open the electronic file, text and columns are askew, the logo has mysteriously vanished, and computers have substituted plain vanilla Courier for the elegant font you selected. Then, after you've taken the extra time to distribute paper copies, your clients return a hodgepodge of papers cluttered with scrawled comments, sticky notes, and stapled attachments.

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