

# Adobe Acrobat

Fourth Edition



## Classroom in a Book<sup>®</sup>

The official training workbook from Adobe

Brie Gyncild & Lisa Fridsma

# Adobe Acrobat

Fourth Edition



## Classroom in a Book<sup>®</sup>

The official training workbook from Adobe

Brie Gyncild & Lisa Fridsma

# Adobe Acrobat Classroom in a Book

## Table of Contents

Cover

Title Page

Copyright Page

Contents

WHERE ARE THE LESSON FILES?

GETTING STARTED

- About Classroom in a Book

- Acrobat Pro and Acrobat Standard

- Prerequisites

- Installing Adobe Acrobat

- Options for purchasing Acrobat

- Starting Adobe Acrobat

- Online content

- Adobe Authorized Training Centers

- Additional resources

- New Acrobat Experience

1 INTRODUCING ADOBE ACROBAT

- About PDF

- About Adobe Acrobat

- About Acrobat Reader

- About the Acrobat mobile apps

- Adding Acrobat Reader installers

# **Table of Contents**

About Acrobat online services

Using PDF on the web

About the Home view

Opening a PDF file

Working with toolbars

Tools in the Tools pane

Working with tools

Navigating PDF documents

Viewing PDF presentations in Full Screen mode

Viewing PDF files in Read mode

Customizing the Acrobat toolbar

Setting Acrobat preferences for web browsing

Customizing the brightness of the user interface

Getting help

Review questions and answers

## **2 CREATING ADOBE PDF FILES**

About creating Adobe PDF files

Using the Create PDF tool

Creating files from the clipboard

Dragging and dropping files

Saving PDF files to cloud accounts

Converting different types of files

Inserting a blank page

Using PDFMaker

Using the Print command to create Adobe PDF files

Reducing file size

# **Table of Contents**

Adobe PDF presets

Optimizing PDF files (Acrobat Pro only)

Scanning a paper document

Making scanned text editable and searchable (Acrobat Pro only)

Scan using mobile devices

Converting web pages to Adobe PDF

Converting web pages in a web browser

Review questions and answers

## **3 READING AND WORKING WITH PDF FILES**

About the onscreen display

Reading PDF documents

Searching PDF documents

Printing PDF documents

Printing booklets

Filling out PDF forms

About flexibility, accessibility, and structure

Checking for accessibility (Acrobat Pro only)

Making files flexible and accessible (Acrobat Pro only)

About tags

Using Acrobat accessibility features (Standard and Pro)

Sharing PDF files

Review questions and answers

## **4 ENHANCING PDF DOCUMENTS**

Examining the work file

Moving pages with page thumbnails

Manipulating pages

# **Table of Contents**

- Renumbering pages
- Applying Bates numbering (Acrobat Pro only)
- Managing links
- Working with bookmarks
- Naming bookmarks automatically
- Setting document properties and metadata
- Setting up presentations
- Review questions and answers

## **5 EDITING CONTENT IN PDF FILES**

- Editing text
- Redacting text (Acrobat Pro only)
- Working with images in a PDF file
- Copying text and images from a PDF file
- Exporting PDF content to a PowerPoint presentation
- Saving PDF files as Word documents
- Extracting PDF tables as Excel spreadsheets
- Review questions and answers

## **6 USING ACROBAT ON MOBILE DEVICES**

- About the Acrobat mobile apps
- Getting Started
- Using the Acrobat Reader app
- Using Acrobat in a web browser
- Using the Fill & Sign app
- Using the Adobe Scan app
- Review questions and answers

## **7 USING ACROBAT WITH MICROSOFT OFFICE FILES**

# **Table of Contents**

Getting started

About Acrobat PDFMaker

Converting Microsoft Word files to Adobe PDF (Windows)

Creating Adobe PDF files from Word mail-merge templates

Converting Word documents to PDF (macOS)

Converting Excel documents (Windows)

Converting Excel spreadsheets (macOS)

Using the Spreadsheet Split view

Converting PowerPoint presentations (Windows)

Converting PowerPoint presentations (macOS)

Review questions and answers

## **8 COMBINING FILES**

About combining files

Selecting files to combine

Arranging pages

Merging the files

Creating a PDF Portfolio (Acrobat Pro)

Review questions and answers

## **9 ADDING SIGNATURES AND SECURITY**

Getting started

Viewing documents in Protected Mode (Windows only)

About security in Acrobat

Viewing security settings

Adding security to PDF files

About digital signatures

Sending a document for others to sign

# **Table of Contents**

Doing more with e-signatures

Using digital IDs

Review questions and answers

## **10 USING ACROBAT IN A REVIEW CYCLE**

About the review process

Getting started

Adding comments to a PDF document

Commenting in Acrobat Reader

Working with comments

Initiating a shared review

Summarizing comments

Sending PDF files as email attachments

Using a network folder for a shared review

Comparing versions of documents (Acrobat Pro only)

Review questions and answers

## **11 WORKING WITH FORMS IN ACROBAT**

Getting started

Converting PDF files to interactive PDF forms

Types of form fields

Adding form fields

Specifying an answer format

Using image buttons

Distributing forms

Tracking forms

Collecting form data

Options for distributing forms



# **Table of Contents**

Working with form data

Calculating and validating numeric fields

Review questions and answers

## **12 USING ACTIONS (ACROBAT PRO)**

About actions

Using predefined actions

Creating an action

Sharing actions

Avoiding the Full Screen mode warning

Review questions and answers

## **13 USING ADOBE IN PROFESSIONAL PRINTING**

Creating PDF files for print and prepress

Guidelines for creating print-ready PDF files

Preflighting files (Adobe Pro)

Working with transparency (Adobe Pro)

Custom preflight profiles

PDF standards

What is rasterization?

About flattening options in the Flatten Preview dialog box

Setting up color management

Previewing your print job (Adobe Pro)

Advanced printing controls

Review questions and answers

## **INDEX**