

# Adobe® Acrobat® Pro DC Introduction

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## Quick Reference Guide

Comprehensive video training & instruction manuals available at [www.teachucomp.com](http://www.teachucomp.com)

### The Acrobat Environment



### Interface Basics

#### Adobe Acrobat Workspaces

**Home view** is the landing page when Acrobat first starts and the default view when no document is open. It provides easy access to recent files, shared files, common tools, to-do tasks, and file storage accounts. To access Home view from another part of Acrobat, click the "Home view" button in the Title bar.

**Document view** is the default view when a document is open. When a document is opened, it is displayed under a new tab above the "All tools" menu bar. In preference, you can hide common tools on the left and right side panels.

#### Customizing the Right Side Panel

1. Select "Menu | View | Show/Hide | Side panels" or right-click the side panel.
2. Select (check) the tools to show and deselect (uncheck) the tools to hide. **To reset the panel to its default**, select "Reset side panels" or "Reset Panels."

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## Instructions



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#### Online Key Card



See training aids for details.

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### Professional Video Training

- Comprehensive Video Lessons
- Printable Instructional Materials
- Practice Exercises



Complete • Convenient • Easy to Use

PC or Mac

1. Select "Menu | View | Show/Hide | Side panels" or right-click the side panel.
2. Select (check) the tools to show and deselect (uncheck) the tools to hide. **To reset the panel to its default**, select "Reset side panels" or "Reset Panels."

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2. Select (check) the tools to show and deselect (uncheck) the tools to hide. **To reset the panel to its default**, select "Reset side panels" or "Reset Panels."

### Creating PDFs

#### Creating a PDF from an Existing File

Acrobat converts some file types, such as image files, automatically. Other types, such as Microsoft Office files, require that the original software is installed.

**To create a PDF from a single file within Acrobat:**  
1. Select "Menu | Create | PDF from file," select the file in the dialog box, and click the "Open" button.

**Or:**

1. Click the "+ Create" button in the file bar, select "Single File" on the left, then click the "Select a file" button on the right.
2. Select the file in the dialog box and then click the "Open" button.
3. Click the "Create" button.

#### To create a PDF from a file in Microsoft Office:

1. Click the "Create PDF" button in the "Create Adobe PDF" group on the "Acrobat" tab of the Ribbon in the Microsoft Office application. **Or, to send the PDF as an email attachment**, click the "Create PDF and Share via Outlook" button in the "Create and Share" group.
2. Select a location and enter a "File name" in the "Save Adobe PDF File As" dialog box.
3. Click the "Save" button. The new PDF will open in the default email application with the PDF attached. **To email**, complete the email contents and click the "Send" button.

#### To create a PDF using the "Print" dialog box in any Windows desktop application:

1. Select "File | Print" from the Menu bar or Ribbon.
2. Select "Adobe PDF" from the list of printers.
3. Click the "Preferences," "Printer Properties," or "Print Options" and then "Properties."
4. In the "Adobe PDF Document Properties" dialog box, click the "OK" button.

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877-622-6888

# Acrobat Pro Manual

**Doug Sahlin**



## **Acrobat Pro Manual:**

**Adobe Acrobat Pro DC Training Manual Classroom in a Book** TeachUcomp ,2024-12-11 Complete classroom training manual for Adobe Acrobat Pro DC 292 pages and 133 individual topics Includes practice exercises and keyboard shortcuts Professionally developed and sold all over the world these materials are provided in full color PDF format with not for profit reprinting rights and offer clear concise and easy to use instructions You will learn PDF creation advanced PDF settings exporting and rearranging PDFs collaboration creating forms document security and much more Topics Covered

Getting Acquainted with Acrobat 1 Introduction to Adobe Acrobat Pro and PDFs 2 The Acrobat Environment 3 The Acrobat Home View 4 The Acrobat Document View 5 The Acrobat Tools View 6 The New Document View in Acrobat 7 The Quick Tools Panel in Acrobat 8 Customizing the Quick Tools Panel in Acrobat 9 The Navigation Pane in Acrobat Opening and Viewing PDFs 1 Opening PDFs 2 Selecting and Copying Text and Graphics 3 Rotating Pages Using the Pages Panel in Acrobat 4 View and Page Display Settings in Acrobat 5 Using the Zoom Tools 6 Reviewing Preferences 7 Finding Words and Phrases 8 Searching a PDF and Using the Search Pane Creating PDFs 1 Overview of Creating New PDFs in Acrobat 2 Creating a PDF from a Single File or Creating a Blank PDF 3 Combine Files to Create a PDF 4 Creating Multiple PDFs from Multiple Files at Once 5 Creating PDFs from Scanned Documents 6 Creating PDFs Using the PDF Printer 7 Creating PDFs from Web Pages Using Acrobat 8 Creating PDFs from the Clipboard 9 Creating PDFs in Microsoft 365 Desktop Apps 10 Creating PDFs in Excel PowerPoint and Word 11 Creating PDFs in Adobe Applications 12 Creating a PDF from Email in Outlook 13 Converting Folders to PDF in Outlook Custom PDF Creation Settings 1 PDF Preferences in Excel PowerPoint and Word 2 Adobe PDF Settings 3 Creating and Modifying Preset Adobe PDF Settings 4 The General Category in Preset Adobe PDF Settings 5 The Images Category in Preset Adobe PDF Settings 6 The Fonts Category in Preset Adobe PDF Settings 7 The Color Category in Preset Adobe PDF Settings 8 The Advanced Category in Preset Adobe PDF Settings 9 The Standards Category in Preset Adobe PDF Settings 10 Create PDF and Share via Outlook in Excel PowerPoint and Word 11 Mail Merge and Email in Word 12 Create PDF and Share Link in Excel PowerPoint and Word 13 PDF Settings and Automatic Archival in Outlook Basic PDF Editing 1 Initial View Settings for PDFs 2 Full Screen Mode 3 The Edit Panel in Acrobat 4 Adding Formatting Resizing Rotating and Moving Text 5 Editing Text 6 Managing Text Flow with Articles 7 Adding and Editing Images 8 Changing the Page Number Display 9 Cropping Pages and Documents Advanced PDF Settings 1 Adding and Removing Watermarks 2 Adding and Removing Page Backgrounds 3 Adding Headers and Footers 4 Attaching Files to a PDF 5 Adding Metadata 6 Optimizing a PDF for File Size and Compatibility Bookmarks 1 Using Bookmarks in a PDF 2 Modifying and Organizing Bookmarks 3 Assigning Actions to Bookmarks Adding Multimedia Content and Interactivity 1 Creating Links in Acrobat 2 Creating and Editing Buttons 3 Adding Video and Sound Files 4 Adding 3D Content to PDFs 5 Adding Page Transitions Combining and Rearranging PDFs 1 Extracting and Replacing Pages 2 Splitting a PDF into Multiple Files 3 Inserting Pages

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*Advances in Neuroergonomics and Cognitive Engineering* Kelly S. Hale, Kay M. Stanney, 2016-07-26 This book offers a broad perspective on the field of cognitive engineering and neuroergonomics. It covers emerging practices and future trends towards the harmonious integration of human operators with computational systems. The book reports on novel theoretical findings on mental workload and stress activity theory, human reliability, error and risk, and neuroergonomic measures alike, together with a wealth of cutting edge applications. It describes key advances in the understanding of cognitive processes including mechanisms of perception, memory, reasoning, and motor response, giving a special emphasis to their role in the interactions between humans and the other elements of a computer based system. Based on the AHFE's main track on Neuroergonomics and Cognitive Engineering held on July 27-31, 2016, in Walt Disney World, Florida, USA, the book provides readers with a comprehensive view of the current challenges in cognitive computing and factors influencing human performance.

**PDF Forms Using Acrobat and LiveCycle Designer Bible** Ted Padova, Angie Okamoto, 2009-04-08 This comprehensive guide to creating fillable forms with the latest release of Adobe Acrobat is packed with real world insights and techniques gained from daily use of Adobe Acrobat and Adobe LiveCycle Designer under business deadline situations. You'll get step by step instructions that show you how to easily create and implement interactive PDF forms using both Adobe Acrobat and Adobe LiveCycle Designer. Note: CD, ROM, DVD, and other supplementary materials are not included as

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ways you didn't realize were possible      Pro Spring Security Carlo Scarioni, Massimo Nardone, 2019-11-21 Build and deploy secure Spring Framework and Spring Boot based enterprise Java applications with the Spring Security Framework This book explores a comprehensive set of functionalities to implement industry standard authentication and authorization mechanisms for Java applications Pro Spring Security Second Edition has been updated to incorporate the changes in Spring Framework 5 and Spring Boot 2 It is an advanced tutorial and reference that guides you through the implementation of the security features for a Java web application by presenting consistent examples built from the ground up This book also provides you with a broader look into Spring security by including up to date use cases such as building a security layer for RESTful web services and Grails applications What You Will Learn Explore the scope of security and how to use the Spring Security Framework Master Spring security architecture and design Secure the web tier in Spring Work with alternative authentication providers Take advantage of business objects and logic security Extend Spring security with other frameworks and languages Secure the service layer Who This Book Is For Experienced Spring and Java developers with prior experience in building Spring Framework or Boot based applications      How to Do Everything with Adobe Acrobat 7.0 Doug Sahlin, 2005-03-28 Create and distribute PDF Portable Document Format documents using Adobe Acrobat 7.0 This easy to follow guide shows you how to generate Adobe PDF files that retain the look and feel of the original documents share PDFs initiate and participate in PDF document reviews and prepare PDFs for print or the Web You'll also learn to develop interactive forms secure your documents and create PDFs from Microsoft Office and other authoring applications With coverage of Adobe Acrobat Standard and Professional editions this hands on resource will help you take full advantage of the premier paperless publishing and collaboration solution      macOS Catalina: The Missing Manual David Pogue, 2019-12-03 Apple gives macOS new features and improvements right on your desktop and under the hood with Catalina aka OS X 10.15 With this updated guide you'll learn how to use your iPad as a second screen work with iPad apps on your Mac and use Screen Time on your Mac This new edition of the 1 bestselling Mac book shows you how to use the revamped apps for Music Podcasts and TV Loaded with illustrations step by step instructions tips and tricks this book from David Pogue Missing Manual series creator New York Times columnist and Emmy winning tech correspondent for CNBC CBS and NPR covers everything Catalina has to offer with lots of humor and technical insight      **Premiere Elements 8 For Dummies** Keith Underdahl, 2010-03-16 The book of choice for beginning digital video editors The popularity of digital video continues to grow largely because of the dropping prices of cameras Correspondingly so does the number of novice digital video editors This book is for the beginning video editor who is eager to get started using the vast array of tools that Adobe Premiere Elements offers Veteran author Keith Underdahl covers all the essentials of using Adobe Premiere Elements 8 to import video create clips put those clips together add effects work with sound and music and output to DVD or the Internet You'll feel like a pro in no time Adobe Premiere Elements is the user friendly video editing software for even the most novice video editor This

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