

ACROBAT INTRODUCTION / ADVANCED

Getting Started

About Acrobat And PDF Starting Acrobat Opening A PDF File The Acrobat Window Using Menus Using Toolbars Using The Navigation Pane Exiting Acrobat

Viewing And Printing PDFs

About Navigation
Using Navigation Tools
Changing Views
Using The Zoom Tools
Splitting Documents Into Multiple
Views
Working With Multiple Documents
About The Organizer
Working With The Organizer
About The Print Dialog Box
Printing A PDF Document

Creating PDF Files

Creating PDFs In Acrobat Creating A PDF From Multiple Files About PDFMaker About Office Programs' **Conversion Options** Creating PDFs In Office Applications Creating PDFs Using The PDF Printer Driver Creating PDFs From Web Pages Using The Adobe PDF Explorer Bar Creating PDFs From Web Pages In Acrobat Appending Linked Pages To Existing Creating PDFs From Clipboard **Images** Creating Attachments Managing Attachments About Adobe Distiller Settings Creating A Postscript File In Word Creating PDFs Using Distiller Creating PDFs From Scans

Working With PDF Pages

Modifying The Pages Pane Inserting And Deleting Pages Extracting Content Replacing Pages Cropping Pages Rotating Pages Adding Page Numbers Adding Headers And Footers Adding Watermarks And Backgrounds

Working With PDF Content

Selecting Text
Editing Text
Adding New Blocks Of Text
Changing Text Properties
Moving Text
Selecting Images
Selecting Table Contents
Adding Articles

PDF Forms

About PDF Forms About Acrobats Form Tools About Form Field Properties Adding Text Fields Creating Multiple Copies Of Fields Changing Field Properties Adding Numeric Fields Copying And Pasting Fields Adding Calculating Fields Adding Hidden Fields Adding Radio Buttons Adding Combo Boxes Adding A Submit Button Adding Reset And Cancel Buttons Testing Your Form Distributing Forms Analysing The Form Data

PDF Forms And Designer

Starting Adobe LiveCycle Designer About The Adobe LiveCycle Designer Window About Designer's Library Icons Setting Up And Using Drawing Aids Adding Fields Changing Field Properties Assignment — Adding Fields Creating Multiple Copies Of Fields Adding Borders, Lines And Shading Creating A Form From A Template

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Adding Navigation Features

Creating Bookmarks In A Source
Document
Creating Bookmarks Manually
Selecting Bookmarks
Creating A Bookmark Hierarchy
Changing Bookmark Appearance
Creating Links In The Source
Program
Adding Links To A PDF
Modifying Links
Drawing Buttons
Duplicating Buttons
Creating Rollover Buttons
Adding Multimedia

Searching PDF Documents

Finding Words
Searching Multiple PDFs
Performing An Advanced Search
Searching For PDFs On The Internet
Preparing An Index
Building An Index
Searching Using An Index

Working Collaboratively

Accessing Commenting And
Markup Tools
About The Commenting Tools
Adding Notes
Modifying Notes' Appearances
Adding Text Edit Comments
Adding Drawing Tools' Comments
Inserting Digital Identity Stamps
About Acrobat's Review Process
Initiating An Email-Based Review
Returning A Reviewed PDF
Integrating Reviewed Comments
Working With The Comments List
Managing Comments
Summarising Comments
Exporting Comments To A Word

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ACROBAT INTRODUCTION / ADVANCED

Securing Your Documents

About Security
Adding Passwords To Documents
Changing Password Protection
Adding Permissions Passwords
Creating A Digital ID
Certifying A PDF
Adding A Blank Digital Signature
Field
Digitally Signing PDFs
Exporting A Digital ID
Verifying A Digital Signature
Encrypting For Certain IDs Using
Certificates
Creating A Security Policy
Applying A Security Policy
Sending Files In An eEnvelope

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