

# TOTAL TRAINING™ FOR ADOBE® ACROBAT® 8 PROFESSIONAL

## QUICK REFERENCE GUIDE

### Part 1 – The 5 C's of Adobe® Acrobat®

#### 1 OVERVIEW 15:27

- 1 Converting to PDF
- 2 Combining PDF Documents
- 3 Adding a Highlight & a Bookmark
- 4 Adding Attachments
- 5 Using Review & Comment Functionality
- 6 Setting Permissions & Passwords

#### 2 ADDING CONTROLS TO A WEB PAGE 30:10

- 1 Exploring New Ways to Create a New File
- 2 Combining Files into a Single PDF
- 3 Updating Watermarks, Headers & Footers
- 4 Assembling Documents into a PDF Package
- 5 Distributing Forms & Collecting Data
- 6 Collaborate with Shared Review & Commenting
- 7 Collaborate with Acrobat Connect(TM) & Typewriter
- 8 Control PDFs with Online Services & Redaction

#### 3 GETTING AROUND 28:19

- 1 Using the Getting Started Window
- 2 Using the Pages Panel & the Navigation Tools
- 3 Using the Pan & Zoom Window & the Loupe Tool
- 4 Searching a PDF File
- 5 Working with the Navigation Panels
- 6 Customizing Toolbars
- 7 Customizing Preferences & Using the Help System

#### 4 CREATE: MAKING A PDF 41:02

- 1 Using the Print Function to Create a PDF File
- 2 Converting Microsoft(R) Word Documents to Adobe PDF
- 3 Converting Excel Documents to Adobe PDF
- 4 Converting PowerPoint(R) Documents to Adobe PDF
- 5 Converting to Adobe PDF from the Contextual Menu
- 6 Converting a Scanned Document into a PDF
- 7 Converting a Web Page to a PDF
- 8 Creating a New PDF from a Blank Page
- 9 Creating a PDF from an Adobe Application

#### 5 CREATE: USING DISTILLER® 38:47

- 1 The Adobe PDF Settings
- 2 Adjusting Image Settings
- 3 Compressing Color Images
- 4 Compressing Grayscale & Monochrome Images
- 5 Setting a Policy
- 6 Adjusting Font Settings
- 7 Exploring Color & Advanced Settings
- 8 Saving Your Adobe PDF Settings
- 9 Producing a PDF File
- 10 Creating a Watched Folder

#### 6 COMBINE: HYBRID DOCUMENTS 45:59

- 1 Using the Pages Palette
- 2 Cropping & Sorting Pages
- 3 Using the Organizer
- 4 Combining Files & Editing Bookmarks
- 5 Deleting & Rotating Pages
- 6 Working with Bookmarks
- 7 Setting Bookmark Actions & Initial View
- 8 Adding Headers & Footers
- 9 Adding a Watermark to Specific Pages

#### 7 COMBINE: LINKING 28:02

- 1 Creating a Link to Open a Web Page
- 2 Creating a Link to a Specific Page View
- 3 Creating a Link to Open a File
- 4 Creating a Custom Link Action
- 5 Creating & Linking to Named Destinations
- 6 Linking to an Online PDF

#### 8 COMBINE: REPURPOSING CONTENT 26:59

- 1 Extracting Pages & Exporting to Word
- 2 Exporting as a TIFF
- 3 Using the TouchUp Object Tool
- 4 Exporting to an HTML Web Page
- 5 Using the Select Tool & Opening a Table in Excel
- 6 Using the TouchUp Text Tool
- 7 Using the OCR Text Recognition Tool
- 8 Using the Typewriter Tool

#### 9 COLLECT: MORE THAN PDF 34:29

- 1 Attaching Files to a PDF
- 2 Creating a PDF Package
- 3 Using Outlook(R) to Create a Package from Email
- 4 Setting Up Automatic Archival
- 5 Initiating a Data Collection Workflow
- 6 Using Forms to Create a Data Set

#### 10 COLLABORATE: COMMENTING 39:38

- 1 Adding a Comment Using Sticky Notes
- 2 Formatting Comment Text
- 3 Using the Text Edits Tools
- 4 Using the Highlight, Shape & Pencil Tools
- 5 Using the Stamp Tool
- 6 Creating a Signature Stamp
- 7 Using the Text Box Tool
- 8 Using the Callout Tool
- 9 Adjusting Sticky Note Properties
- 10 Setting Commenting Preferences & Printing

#### 11 COLLABORATE: INITIATING REVIEWS 26:25

- 1 Creating a Review-Ready PDF
- 2 Initiating an Email Based Review
- 3 Sending & Reviewing Comments in an Email Review
- 4 Initiating the Shared Review
- 5 Publish & Check Comments in a Shared Review
- 6 Using the Review Tracker
- 7 Starting a Meeting with Acrobat Connect

#### 12 COLLABORATE: MANAGING COMMENTS 25:56

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- 3 Filtering Comments
- 4 Summarizing Comments
- 5 Comparing Documents

#### 13 CONTROL: SECURING & SIGNING 51:35

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- 2 Setting a Password to Restrict Editing
- 3 Managing Security Policies
- 4 Creating a Certificate Based Policy
- 5 Choose Recipients for a Certificate Protected PDF
- 6 Hosting a Security Service
- 7 Creating & Using Digital Signatures
- 8 Managing Trusted Identities
- 9 Certify a PDF & Add a Handwritten Signature
- 10 Creating a Security Envelope
- 11 Closing Comments & Credits

### Part 2 – Advanced Adobe® Acrobat

#### 1 BASIC FORMS 41:58

- 1 Creating a Text Field
- 2 Choosing Text Field Properties
- 3 Formatting & Duplicating Date Fields
- 4 Calculating & Formatting Field Values
- 5 Creating Check Boxes
- 6 Using the Combo & List Tools
- 7 Working with Radio Buttons
- 8 Duplicating Fields

#### 2 ADVANCED FORMS 29:34

- 1 Duplicating Form Elements
- 2 Working with Icons
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- 5 Showing/Hiding Text & Buttons
- 6 Controlling Page Actions & Fit to Window

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- 1 Initiating a Forms Workflow
- 2 Distributing a Form
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- 7 Creating a Form Based on a Spreadsheet
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- 5 Using Preflight Profiles
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- 7 Printing a PDF File

#### 5 ACROBAT 3D 25:21

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- 2 Navigating in 3D Space
- 3 Managing Views
- 4 Examining a Model
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#### 9 WORKING WITH LAYERS 21:24

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- 2 Setting the Default State
- 3 Working with Layer Properties
- 4 Resetting, Merging & Flattening Layers
- 5 Creating a Button to Control Layer Actions
- 6 Closing Comments & Credits