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Chapter 1: Getting to Know Adobe Acrobat

What Is Adobe Acrobat Professional?

What's PDF?

- Document repurposing
- PDF and Adobe PostScript
- PDF Formats

Acrobat Professional Workplace

- Menus
- Toolbars
- Palettes

Getting Help

- How To Menus
- Acrobat Help

Chapter 2: Understanding Acrobat Viewers

The Adobe Acrobat Family

Adobe Reader

- What can I do with Adobe Reader

Adobe Acrobat Elements

- Tools and menus

Adobe Acrobat 6.0 Standard

- Tools and menus

Adobe Acrobat 6.0 Professional

- Tools and menus

Adobe Acrobat Server products

Chapter 3: Viewing and Navigation in Acrobat Viewers

Setting up the Navigation environment

Navigating Tools

- Navigation toolbar
- Context menus
- Navigation menu commands
- Scrolling
- Status Bar

Zooming views

- Zoom tools

Initial Views

- Opening page
- Page Layout
- User Interface Options
- Window Options
- Document Options
- Saving Initial Views

File viewing

- The Window Menu

Links

- Navigation Pane
- Navigation Tabs
- HyperText links
- World Wide Web links

Chapter 4: Searching PDF Files

- Setting up the Search environment
- Using the Search pane
 - Basic Search Options
 - Search PDFs on the Internet
 - Advanced Searches
- Document Descriptions
 - Searching Document Descriptions
 - Document Descriptions and Boolean Queries
- Knowing Search Distinctions
 - Searching PDFs vs. Index Searches
 - Search Index Procedures
- Creating Search Indexes
 - Preparing PDFs for Indexing
 - Creating a New Index File
 - Saving Index Definitions
 - Options
 - Building the index
 - Rebuilding an index
 - Purging data
 - Setting Preferences
- Using Index Files
 - Loading index files
 - Disabling indexes
 - Index information
 - Searching an index

Chapter 5: Converting to PDF from Adobe Acrobat

- Setting up the environment
- Understanding how PDFs are created
- Converting native documents to PDF
 - Adobe PDF printer (Windows)
 - Adobe PDF (Macintosh OS X)
- Creating PDFs from files
 - Supported file formats
 - Applying settings
 - Importing files
- Converting Web Pages to PDF
 - Web site structure
 - Captured pages structure
 - Converting Web pages to PDF
 - Appending pages
 - Refreshing Web pages
 - Locate Web Addresses
 - Preferences for Web Capture
 - Capturing a Web site
- Converting Clipboard Images to PDF
 - Convert Clipboard Image (Windows)
 - Convert Clipboard Image (Macintosh)
- Taking Snapshots
- Saving and exporting PDF files
 - Adobe PDF Files (*.pdf)
 - Encapsulated PostScript (*.eps)/PostScript (*.ps)

Chapter 6: Exporting to PDF from Authoring Programs

- Setting up the environment

- Acrobat and Adobe Photoshop

 - Exporting to PDF from Photoshop

- Acrobat and Microsoft Office applications

 - Microsoft Word

 - Changing Conversion Settings (Macintosh)

 - Changing Conversion Settings (Windows)

 - Working with comments (Windows)

 - Working with custom page sizes (Windows)

 - Microsoft Excel

 - Microsoft Publisher

- Acrobat and illustration programs

 - Macromedia FreeHand

 - CorelDraw

 - Adobe Illustrator

- Acrobat and Layout Programs

 - Adobe InDesign

 - Adobe PageMaker

 - QuarkXPress

 - Adobe FrameMaker

- Engineering Applications (Windows)

- PDFMark

 - Annotating PostScript Code

Chapter 7: Using Acrobat Distiller

- Setting up the Distiller work environment

- Understanding PostScript

 - Creating PostScript files

- Using Acrobat Distiller Preferences

 - Startup Alerts

 - Output Options

 - Log Files

- Editing Adobe PDF Settings

 - Preset Adobe PDF Settings

 - General Settings

 - Fonts

 - Color

 - Advanced

 - PDF/X

- Creating Watched folders

 - Licensing restrictions

 - Creating watched folders (Acrobat Professional only)

- Working with non-Roman text

- Accessing Distiller

- Concatenating PostScript Files

 - Combining files by name

 - Combining files in folders

 - Combining PostScript files on networks

Chapter 8: Text Editing

- Setting up the text editing environment
- Using the TouchUp Text tool
- Changing text attributes
- Looking up word definitions
- Editing text on layers
- Selecting and copying text
 - Using the TouchUp Text tool
 - Adding new text to a document
 - Using the Select Text tool
 - Select All
 - Using the Hand Tool for text selections
 - Copying a file to the clipboard
 - Selecting tables
- Exporting text
- Reflowing text

Chapter 9: Editing Images and Objects

- Setting up the editing environment
- Selecting images
 - Using the Select Image tool
 - Using the Snapshot tool
 - Using the TouchUp Object tool
- Copying and pasting images
 - Pasting images in authoring program documents
 - Exporting images
 - Pasting objects on PDF pages
 - Exporting images
 - TouchUp preferences
 - Editing images in Adobe Photoshop
 - Editing objects in Adobe Illustrator
 - Editing text in Adobe Illustrator
- Object editing and layers

Chapter 10: Page Editing

- Setting up the page editing environment
- Working with Thumbnails
 - Page navigation
 - Changing thumbnail sizes
- Organizing Pages
 - Embedding thumbnails
- Modifying pages
- Cropping pages
 - Setting art, trim and bleed boxes
- Rotating pages
 - Rotating PDF elements
 - Minimizing rotation problems
- Page Numbering
 - Modifying page numbers
- Creating headers and footers
 - Creating multiple headers and footers
 - Deleting headers and footers
 - Font handling
 - Headers and footers in layered PDF documents
- Adding watermarks and backgrounds
 - Deleting watermarks and backgrounds
 - Watermarks and backgrounds in layered files

Chapter 11: Scanning and OCR Conversion

- Setting up the work environment
- Configuring scanners
 - Accessing a scanner
- Understanding scanning essentials
 - Understanding Acrobat scan types
 - Preparing a document
- Create PDF From Scanner
 - Scanning images
- Creating workflow solutions
 - Automatic document feeders
- Using Paper Capture
 - Paper Capture options
- Editing capture suspects
 - Correcting suspect words

Chapter 12: Exporting and Importing PDF Documents

- Setting up the environment
- Exporting PDFs
 - Exporting to EPS
 - Exporting to Image Formats
 - Rasterizing PDFs in Photoshop
- Importing PDFs in Authoring Applications

Chapter 13: Repurposing PDFs

- Setting up the environment
- Reducing File Sizes
 - Downsizing Cropped Images
 - Using Reduce File Size
- Using PDF Optimizer
 - Auditing Space Usage
 - Optimizing Files
- Redistilling Files
- Batch Processing PDF Files
 - Creating a Batch Sequence
 - Setting Output Options
 - Running Sequences
 - Editing Sequences
 - Creating Custom Sequences

Chapter 14: Review and Comment

- Setting up the review and comment environment
- Setting commenting preferences
- Using commenting tools
 - Note tool
 - Text edits
 - Highlighting tools
 - Using the Stamp tool
 - Managing stamps
- Advanced Commenting Tools
 - Drawing tools
 - Text Box tool
 - Pencil tool
 - Pencil Eraser tool
 - Attach File tool
 - Attach Sound tool
 - Paste Clipboard Image tool
- Using the Comments palette
 - Viewing comments
 - Searching comments
 - Printing comments
 - Deleting comments
 - Marking comments
 - Setting comment status
 - Editing comment pop-up notes
- Creating an email review
 - Initiating an email review
 - Participating in a review
 - Using the Review Tracker
- Exporting and importing comments
 - Exporting selected comments
 - Exporting comments to Microsoft Word
- Filtering comments
- Creating comment summaries
- Comparing Documents

Chapter 15: Links and Actions

Setting up the links and actions environment

Working with bookmarks

- Creating bookmarks

- Managing bookmarks

- Renaming bookmarks

- Structured bookmarks

- Bookmark appearances

- Bookmark properties

- Setting bookmark opening views

Working with Articles

- Article viewing and navigation

- Defining articles

Working with the Link tool

- Linking to views

- Editing a link action

- Link appearance properties

- Link Properties

- Link actions properties

- Managing links

- Creating URL links from text

Working with Page Properties

Creating Destinations

- Destination tools

- Creating a pop-up menu

Working with buttons

- Creating a button field

- Duplicating buttons

Chapter 16: Multimedia and PDFs

Setting up the multimedia environment

Working with sound files

- Creating sound files

- Adding sounds to Page Actions

- Adding sounds to form field actions

- Using the Sound tool

Creating movie files

- Using Photoshop Album (Windows)

- Using iMovie (Macintosh)

Importing movies

- Acrobat 5 compatible movies

- Acrobat 6 compatible movies

Creating play buttons

Creating animation effects

Chapter 17: Working with Layers

- Setting up the environment
- Understanding layers
- Layer visibility
 - Setting Initial Visibility
 - Showing/hiding Layers
 - Initial views
- Layer Properties
 - Changing the Default State
 - Changing the Initial State
 - Overriding defaults
 - Managing layers
- Using Measuring tools
 - Measuring surface area
 - Annotating measurements
 - Adjusting units and scaling
- Comments, measurements, and layers
- Creating visibility buttons

Chapter 18: Accessibility

- Setting up the environment
- Creating Accessible Documents
- Understanding Tags and Structure
 - Using the Tags palette
 - Adding alternate text
- Reflowing documents
 - Using handheld devices
 - Adobe Reader for Palm OS
- Screen Reading
 - Read Aloud
 - Autoscrolling
 - Using third party screen readers

Chapter 19: Authentication and Security

- Setting up the environment
- Securing PDF documents
 - Restricting opening and editing
- Understanding digital IDs
 - Using Acrobat Certificate Security
 - Signing a document
- Encryption using trusted certificates
 - Exporting Trusted Certificates
 - Trusted identity preferences
 - Encrypting files
 - Managing identities
- Validating signatures

Chapter 20: PDFs and the Web

- Setting up the environment
- Viewing PDFs in Web browsers
 - Viewing PDF documents in a Web browser
 - Setting Web viewing preferences (Windows)
- Working with Web links
 - Adding Web links to multiple pages
 - Adding Web links from form fields
 - Viewing Web links
 - Controlling link to view behavior
- Creating PDFs from Web browsers (Windows)
 - Using Convert Web Page to PDF menu commands
 - Using Adobe PDF Explorer Bar
 - Alternatives for users of other browsers
- Creating PDFs in Outlook Express (Windows)
- Sharing comments online
 - Comments on Web servers
 - Comments on local area networks
 - Sharing comments
 - Working offline

Chapter 21: PDF and Presentations

- Setting up the environment
- Creating Presentation Documents
 - Converting PowerPoint Slides to PDF
 - Converting Apple Keynote slides to PDF (Macintosh)
 - Adobe InDesign and Presentations
- Using Layers with presentations
- Editing slides in Acrobat
 - Editing text
 - Copying/pasting text and images
- Adding Page Transitions
- Using Full Screen views
 - Setting Full Screen preferences
 - Scrolling pages
 - Using PowerPoint effects
 - Creating interactivity in Full Screen mode

Chapter 22: PDF and eBooks

- Setting up the eBook environment
- Setting up an account
 - Activating multiple devices
 - Adobe Content Server 3
- Acquiring eBooks
- Managing eBooks
 - Categorizing documents
 - Using context menu commands
 - Backing up eBooks
- Copying eBooks to handheld devices
- Reading eBooks
- Commenting on eBooks

Chapter 23: Printing and Prepress

- Setting up the work environment
- Soft proofing color
 - Proof Setup
 - Proof Colors
 - Overprint Preview
 - Separation Preview
 - Transparency Flattener
- Preflighting PDFs
 - Preflight profiles
 - Creating a new profile
 - Preflighting a file
 - Validating a file
 - Producing PDF/X compliant files
- Printing PDFs to office printers
 - Print Setup
 - Using the Print dialog box
 - Printing Comments
 - PrintMe Internet printing
- Printing PDFs for Commercial printing
 - Using Advanced Print options
 - Flattening transparency
 - Printing tips

Chapter 24: Distributing PDF Documents

- Setting up the environment
- Hosting Forms on Web Servers
- Writing PDFs to CD-ROMs
- Creating an autoplay
- Adding security to CD-ROMs

Chapter 25: Understanding the Form Tools

- Setting up the forms environment
- What Are Acrobat Forms?
- Understanding Form Fields
- Form contents
- Filling-in Forms
 - Form field navigation keystrokes
 - Setting viewing preferences
 - Using Auto-Complete features
- Creating Form Fields
 - Field properties
 - Naming Fields
- Using the Forms palette

Chapter 26: Working with Form Data

- Setting up the environment
- Calculating field data
 - Formatting for calculations
 - Using the preset calculation formulas
 - Using Simplified field notation
 - Using JavaScripts
- Managing Form Data
 - Enterprise solutions for managing form data
 - Importing and Exporting Data
- Creating and using submission buttons
 - Submitting Data to URLs

Chapter 27: Understanding JavaScript

- Setting up the environment
- Getting started with Acrobat JavaScript
- Where to find JavaScripts
- Using the JavaScript Debugger
- Using the JavaScript Console
- Creating viewer options warning alerts
 - Creating viewer type alerts
 - Creating viewer version alerts
- JavaScript calculations
 - Calculating dates
 - Using loops
- Using Document Actions
 - Using Did Print Document Actions
- Working with page templates
 - Creating a page template
 - Spawning a page from a template
- Creating pop-up menus
 - Writing document level JavaScripts
 - Creating a pop-up menu
- Transposing data
- Submitting email attachments
 - Attaching PDF forms to emails
 - Attaching FDF data to emails