

TOTAL TRAINING™ FOR Adobe® Acrobat® 9 Pro Essentials QUICK REFERENCE GUIDE

C1 INTRODUCTION TO THE INTERFACE	18:49	C7 OPTIMIZING PDFS	07:54
1 Acrobat Preferences		1 Reducing File Size	
2 Toolbars & the Navigation Panel		2 PDF Optimizer	
3 Common Toolbar Options		C8 EXPLORING OPTICAL CHARACTER RECOGNITION	09:58
4 Page View Modes & the Help System		1 Create a New PDF from a Scan & Configure Conversion Settings	
C2 NAVIGATING PDFS	21:31	2 Convert a Scan to a Searchable PDF & Run OCR	
1 Using the Menu Bar & the Pages Panel to Navigate		C9 PDF SECURITY	13:49
2 Selecting & Copying Content, Rulers & Guides		1 Establishing Identity	
3 Entering Form Data		2 Creating Security Policies	
4 Creating & Managing Bookmarks		3 Securing the PDF	
5 Hyperlinks & Searching		4 Removing Security from a PDF	
6 Saving & Exporting PDFs in Different Formats		C10 PDF REVIEW & COMMENTING	33:14
C3 CREATING PDFS	40:31	1 Using the Commenting Tools	
1 Direct Export & Distill a PDF		2 Organizing Comments	
2 Editing Standard PDF Settings		3 Commenting on Video	
3 Image Settings		4 Sending a Document for an Email-Based Review	
4 Font Settings		5 Sending a Document for Shared Review	
5 Color & Advanced Settings		6 Checking for & Replying to Comments	
6 Printing to PDF		7 Using the Review Tracker	
7 Combining Files into a Single PDF		8 Merging, Importing & Summarizing Comments	
8 Creating PDF Portfolios		C11 ADDING ACCESSIBILITY TO PDFS	13:41
9 Building a PDF from a Web Page		1 Accessibility Setup, Full Check & Report	
C4 WINDOWS®-ONLY PDF CREATION FEATURES	13:01	2 Adjust Language Settings & Tag PDF for Accessibility	
1 Using Acrobat PDFMaker in Microsoft® Word		3 The Acrobat Read Out Loud Options	
2 Using Acrobat PDFMaker in Microsoft PowerPoint®		C12 AUTOMATED DOCUMENT PROCESSING	10:54
3 Using Acrobat PDFMaker in Microsoft Publisher		1 Indexing	
4 Using Acrobat PDFMaker in Microsoft Excel®		2 Creating a New Batch Sequence	
5 Creating a PDF from Windows Explorer		C13 EXPLORING COLLABORATION OPTIONS	26:06
C5 MANIPULATING PDFS	31:00	1 Using Acrobat.com	
1 Inserting, Deleting & Replacing Pages		2 Using Collaborate Live	
2 Adding Headers & Footers		3 Using ConnectNow	
3 Adding Watermarks & Background Images		4 Using Buzzword®	
4 Comparing Two PDFs		C14 TIPS & TRICKS	42:33
5 Adding Multimedia		1 3D	
6 Adding Hyperlinks		2 Preflight	
C6 CREATING PDF FORMS	21:32	3 Attaching a PDF to an Email	
1 Creating a New Form		4 The Typewriter Tool	
2 Adding a Reset Button		5 Enabling Usage Rights in Adobe Reader®	
3 Distributing a Form to Collect Data		6 Digital Signatures	
4 Collect Data & Export the Results		7 Redaction	
5 Building a Form from a Scanned Document		8 Organizer	
		9 Screen Capture on Mac®	
		10 Final Comments & Credits	