



Adobe Acrobat 7.0 Standard



Adobe

Acrobat 7 Manual

Ted Padova

Acrobat 7 Manual:

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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
- 10. Opening and Viewing PDFs
- 11. Opening PDFs
- 12. Selecting and Copying Text and Graphics
- 13. Rotating Pages
- 14. Using the Pages Panel in Acrobat
- 15. View and Page Display Settings in Acrobat
- 16. Using the Zoom Tools
- 17. Reviewing Preferences
- 18. Finding Words and Phrases
- 19. Searching a PDF and Using the Search Pane
- 20. Creating PDFs
- 21. Overview of Creating New PDFs in Acrobat
- 22. Creating a PDF from a Single File or Creating a Blank PDF
- 23. Combining Files to Create a PDF
- 24. Creating Multiple PDFs from Multiple Files at Once
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