

# Adobe® Acrobat® Pro DC Introduction

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## Quick Reference Guide

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### The Acrobat Environment



### Interface Basics

#### Adobe Acrobat Workspaces

**Home view** is the landing page when Acrobat first starts and the default view when no document is open. It provides easy access to recent files, shared files, common tools, to-do tasks, and file storage accounts. To access Home view from another part of Acrobat, click the "Home view" button in the Title bar.

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1. Select "Menu | View | Show/Hide | Side panels" or right-click the side panel.
2. Select (check) the tools to show and deselect (uncheck) the tools to hide. **To reset the panel to its default**, select "Reset side panels" or "Reset Panels."

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#### Online Key Card



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- Practice Exercises



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1. Click the "Save" button.

1. Click the "Save" button.

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#### Creating a PDF from an Existing File

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**To create a PDF from a single file within Acrobat:**  
1. Select "Menu | Create | PDF from file," select the file in the dialog box, and click the "Open" button.

Or:

1. Click the "+ Create" button in the file bar, select "Single File" on the left, then click the "Select a file" button on the right.
2. Select the file in the dialog box and then click the "Open" button.

3. Click the "Create" button.

**To create a PDF from a file in Microsoft Office:**

1. Click the "Create PDF" button in the "Create Adobe PDF" group on the "Acrobat" tab of the Ribbon in the Microsoft Office application. **Or, to send the PDF as an email attachment**, click the "Create PDF and Share via Outlook" button in the "Create and Share" group.

2. Select a location and enter a "File name" in the "Save Adobe PDF File As" dialog box.
3. Click the "Save" button. The new PDF will open in the default email application will open with the PDF attached. **To email**, complete the email contents and click the "Send" button.

**To create a PDF using the "Print" dialog box in any Windows desktop application:**

1. Select "File | Print" from the Menu bar or Ribbon.
2. Select "Adobe PDF" from the list of printers.
3. Click the "Preferences," "Printer Properties," or "Print Options" and then "Properties."
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# Acrobat Pro Manual

**Steven English**



## **Acrobat Pro Manual:**

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*Advances in Neuroergonomics and Cognitive Engineering* Kelly S. Hale, Kay M. Stanney, 2016-07-26 This book offers a broad perspective on the field of cognitive engineering and neuroergonomics. It covers emerging practices and future trends towards the harmonious integration of human operators with computational systems. The book reports on novel theoretical findings on mental workload and stress activity theory, human reliability, error and risk, and neuroergonomic measures alike, together with a wealth of cutting edge applications. It describes key advances in the understanding of cognitive processes including mechanisms of perception, memory, reasoning, and motor response, giving a special emphasis to their role in the interactions between humans and the other elements of a computer based system. Based on the AHFE's main track on Neuroergonomics and Cognitive Engineering held on July 27-31, 2016, in Walt Disney World, Florida, USA, the book provides readers with a comprehensive view of the current challenges in cognitive computing and factors influencing human performance.

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**Web Publishing with Acrobat/PDF** Thomas Merz,1998-04-08 This book explains all that s needed to combine the structural advantages of HTML with the comprehensive layout possibilities of PDF It presents many of the tricks for the dynamic generation of PDF data as well as information on integrating Acrobat into CGI JavaScript VBScript and Active Server Pages The CD includes useful software tools and the Acrobat Reader

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