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Adobe Acrobat X for Windows and Macintosh: Visual QuickStart Guide walks readers through tasks that are enhanced by numerous screenshots to teach beginning and intermediate users how to take advantage of the productive power of Adobe Acrobat. Author John Deubert takes readers through all of the basic Acrobat X features, from the basic tools used to create PDF documents and the newly enhanced review functionality, to the advanced tools that create digital signatures, interactive forms, and PDF Portfolios, plus a guide to Adobe's Acrobat.com online services. Beginning users will find a thorough introduction to this indispensable application, and Acrobat power users will enjoy a convenient reference guide that relies on straightforward language, clear steps, and practical tips to explore Acrobat's many capabilities. By the end of the book, users will be able to smoothly integrate Adobe Acrobat X into their workflow. Adobe Acrobat is one of the most widely recognized tools for document management, office communications, and improved workflow, and Acrobat 8 is the most powerful version yet, introducing new tools for shared reviews, creating automated forms, license management, additional security, and many others. Now that PDF has become the ubiquitous electronic document format, industries as diverse as engineering, legal, manufacturing, and government all rely on Acrobat to make their tasks run smoother and more efficiently. Here to help guide you, Acrobat expert Donna Baker presents real-life scenarios that you can apply to any situation in which document control and management is an issue. With

practical advice, productivity tips, and step-by-step directions for using the latest Acrobat features, *Acrobat 8 in the Office* will help you understand the broad capabilities of this "what-can't-it-do?" software. Among other useful features, this book also

- Shows you how to use Acrobat in real-life situations to improve productivity, cost savings, and communication.
- Covers the new features in Acrobat 8, including shared reviewing, Acrobat Connect (an online meeting room), auto-recognition form fields, new merging and document optimizing tools, redaction tools.
- Describes how to best combine new and existing Acrobat tools to accomplish nearly any office communication task.
- Includes a companion Web site at www.donnabaker.ca/downloads.html that contains source files for examples in the book, plus bonus projects and case study chapters.

Applied Acrobat for Engineers is the first and only book to be written specifically to give engineers the skills that they need to use pdfs and Adobe Acrobat in engineering applications. Teaches the use of PDF in communication and archiving of complex documents with a specific slant towards various engineering disciplines and the related areas of architecture and construction management

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The perennial Adobe Creative Suite bestseller—fully updated for Adobe CS5 Featuring eight books in one, this All-in-One For Dummies guide covers the key features and tools that you need to know in order to understand how to use each individual program within the Adobe Creative Suite—InDesign, Illustrator, Photoshop, Acrobat, Dreamweaver, Fireworks, and Flash—to its fullest potential. Within the nearly 1,000 pages, you'll find creative inspiration as well as tips and techniques to sharpen you productivity. Dedicates a minibook to each of the programs within the latest version of Adobe Creative Suite 5—InDesign, Illustrator, Photoshop, Acrobat, Dreamweaver, Fireworks, Flash—as well as a minibook devoted to Creative Suite basics Serves as a one-stop learning opportunity for each product inside the Design Premium Suite Walks you through creating

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integration and workflow issues between Photoshop, Illustrator, InDesign, GoLive, Acrobat, and Version Cue, this comprehensive reference is the one book that Creative Suite users need

Two well-known and respected authors cover topics such as developing consistent color-managed workflows, moving files among the Creative Suite applications, preparing files for print or the Web, repurposing documents, and using the Creative Suite with Microsoft Office documents

More than 1,200 pages are packed with valuable advice and techniques for tackling common everyday issues that designers face when working with programs in the Creative Suite

Learn to use CS5 to produce better work and become a more productive designer

The newest release of Adobe Creative Suite boasts a world of must-have features and enhancements to each of its applications: Photoshop, Illustrator, InDesign, GoLive, Acrobat, and Version Cue. Written by a duo of Adobe experts, this thorough reference focuses on the collection of programs that comprise the Creative Suite and shows you how to efficiently integrate and manage your workflow between these applications. Padova and Murdock address common issues and explain how to handle typical challenges with the intent of putting you on your way to becoming a more productive designer.

Popular authors Ted Padova and Kelly Murdock delve into the programs that make up the new Adobe Creative Suite

5: Photoshop, Illustrator, InDesign, GoLive, Acrobat, and Version Cue Shows you how to integrate and manage workflow among each of the Adobe applications

Explains how to develop consistent color-managed workflows, move files among all of the CS5 programs, prepare files for print or the Web, repurpose documents, and more

As one of the few books to cover all of the Adobe programs, Creative Suite 5 Bible is an essential resource for sharpening your skills in order to become a better designer.

Your all-in-one guide to Adobe's new Creative Cloud

Packed with more than a thousand pages of content, Adobe Creative Cloud All-in-One For Dummies is exactly what you need to get your head in the Creative Cloud. Written by designers for designers, this book is filled with useful information and expert instruction that spans eight minibooks to help you get started with Adobe Creative Cloud, InDesign CC, Illustrator CC, Photoshop CC, Acrobat XI, Dreamweaver CC, Flash Professional CC, and Fireworks CC. You'll learn the latest graphic design and web development tools, tricks, and techniques; watch your productivity explode; and unleash your creative genius with this valuable resource.

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Provides beginners with design basics while providing the depth of coverage sought by more experienced design professionals

Covers the key features and tools in seven of Adobe's most popular Creative Cloud applications (InDesign, Illustrator, Photoshop, Acrobat, Dreamweaver, Flash Professional, and Fireworks) plus a minibook dedicated to Creative Cloud basics

From 3D images and vivid illustrations to dynamic web pages and interactive effects, this comprehensive guide shows you how to do it all!

Complete classroom training manual for Adobe Acrobat DC. 315 pages and 163 individual topics. Includes practice exercises and keyboard shortcuts.

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Drawing Tools 10. Stamping and Creating Custom Stamps 11. Importing Changes in a Review 12. Using Tracker to Manage PDF Reviews

Creating and Working With Portfolios 1. Creating a PDF Portfolio 2. PDF Portfolio Views 3. Using Layout View 4. Managing Portfolio Content 5. Using Details View 6. Setting Portfolio Properties

Getting Started With Forms 1. Creating a Form from an Existing PDF 2. Designing a Form in Microsoft Word 3. Creating a Form from a Scanned Document 4. Creating Forms from Image Files 5. Creating Text Fields 6. Creating Radio Buttons and Checkboxes 7. Creating Drop-Down and List Boxes 8. Creating Buttons 9. Creating a Digital Signature Field 10. General Properties of Form Fields 11. Appearance Properties of Form Fields 12. Position Properties of Form Fields 13. Options Properties of Form Fields 14. Actions Properties of Form Fields 15. Selection Change and Signed Properties of Form Fields 16. Format Properties of Form Fields 17. Validate Properties of Form Fields 18. Calculate Properties of Form Fields 19. Align, Center, Match Size, and Distribute Form Fields 20. Setting Form Field Tab Order 21. Enabling Users and Readers to Save Forms 22. Distributing Forms 23. Responding to a Form 24. Collecting Distributed Form Responses 25. Managing a Form Response File 26. Using Tracker with Forms

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Automating Routine Tasks 1. Using Actions 2. Creating Custom Actions 3. Editing and Deleting Custom Actions 4. Sharing Actions

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