

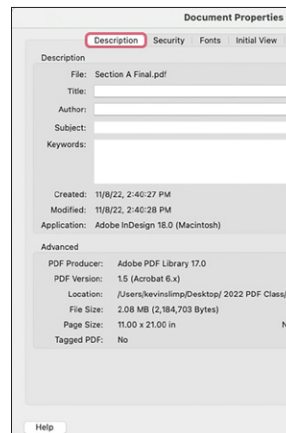
Getting your money's worth out of ADOBE ACROBAT

Learning to use the tools I use most in/with Acrobat

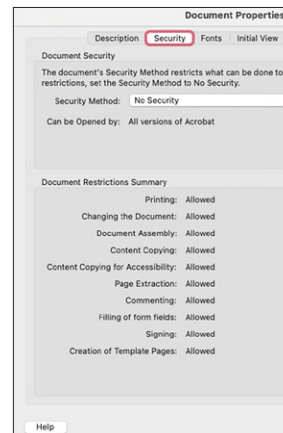


Acrobat Pro File>Properties

Description



Security

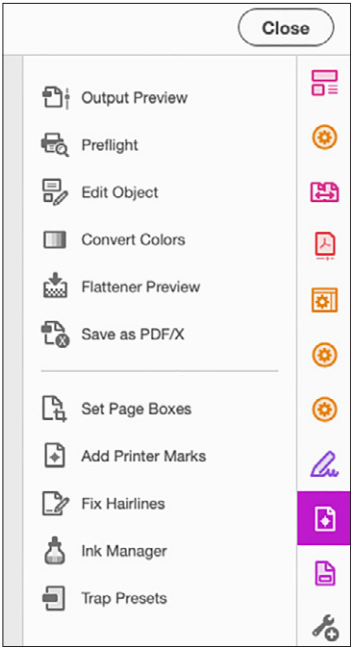
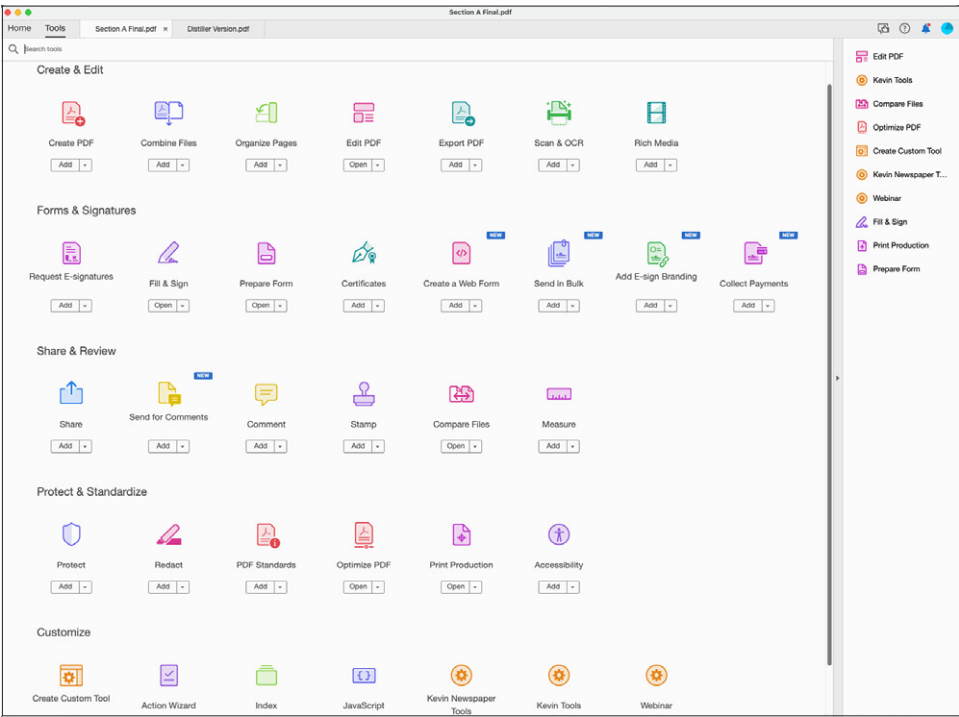


Fonts

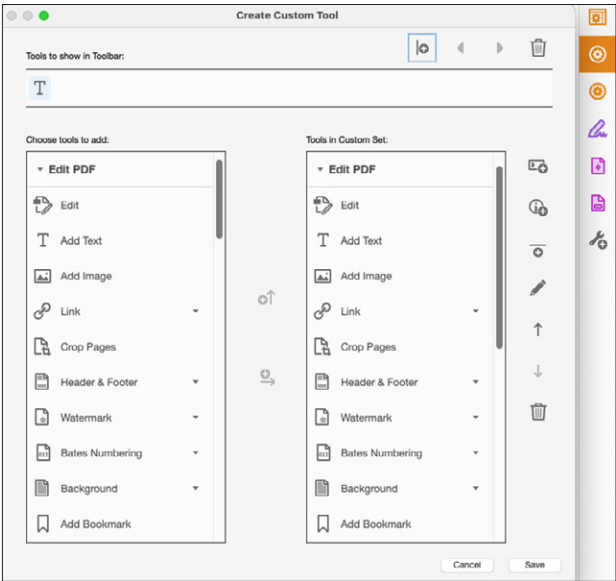


Acrobat Pro Tools

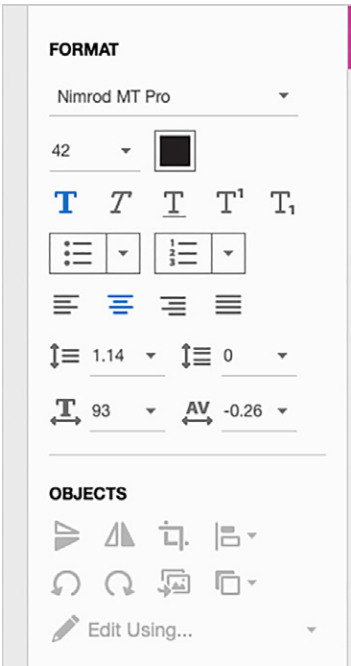
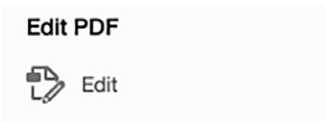
1. Print Production tools



2. Creating Custom Tools Sets



3. EDIT tools



4. Tools I Regularly Use

Edit PDF

For editing text, shapes and graphics

Output Preview

For checking color separations, especially text on all four plates

Preflight

For preflighting entire PDF for specific problems you predetermine.

Add Text

For adding text in any place. It's good for completing forms (when the forms are set up for automatic filling) and other times text needs to be added from scratch.

Flattner Preview

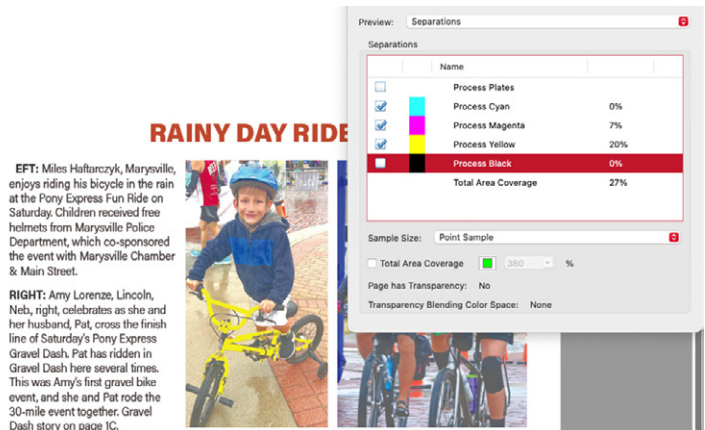
Can be used to convert text to curves (outlines) when necessary.h.

Watermark

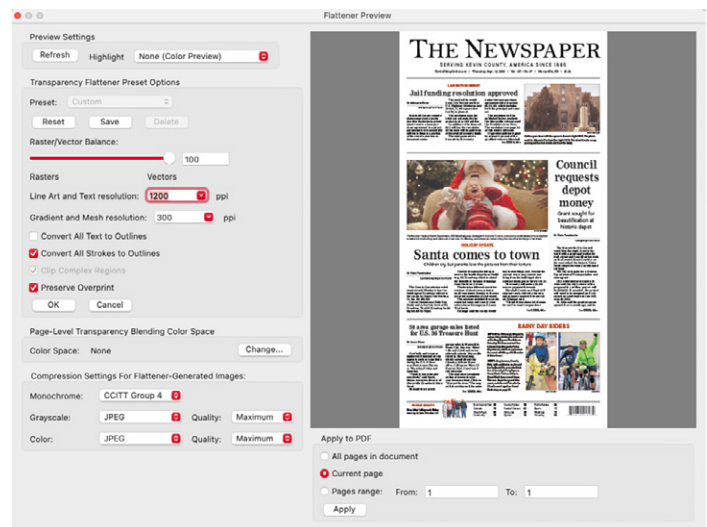
Can be used to create a watermark throughout a PDF when needed. Works well for proof copies of sections or ads.h.

Link

Quick way to create clicked links anywhere on a PDF file. Great for creating web links from ads on the page.



Output Preview



Flattener Preview

Editing Text and Graphics

Formatting Text

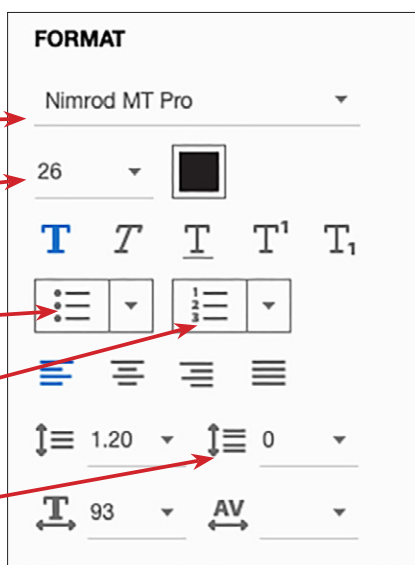
Replace font

Font size

Add or edit bullets

Add or edit numbered list

Space after paragraph



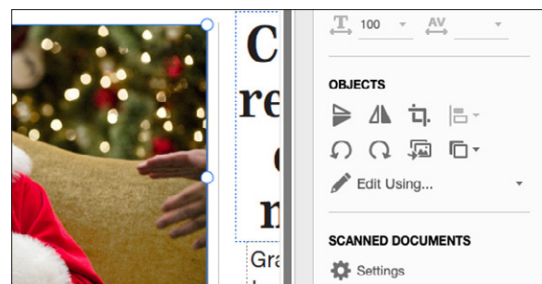
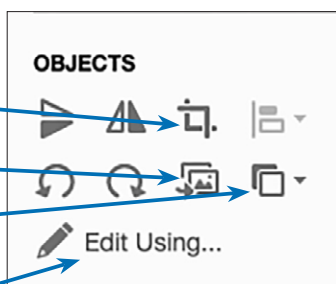
Formatting Objects

Crop

Replace Photo

Arrange Objects

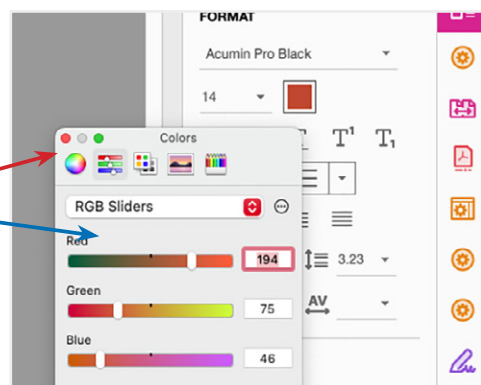
Edit in Photoshop or other App



Change Color

Select Color

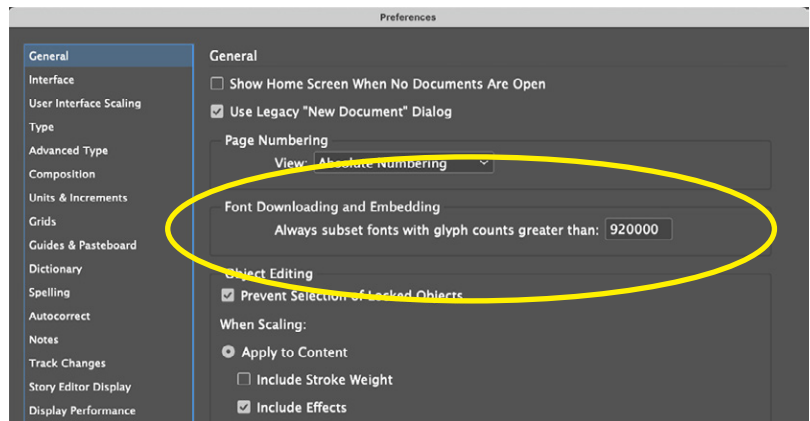
Click red box after selecting color



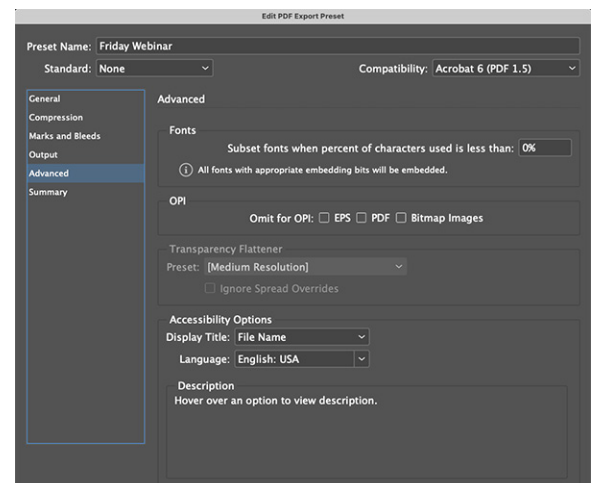
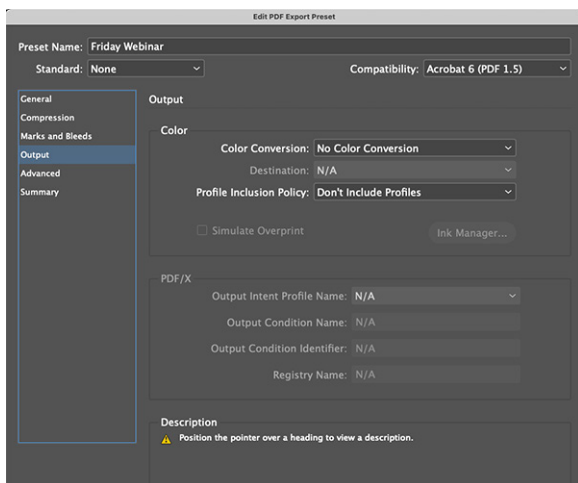
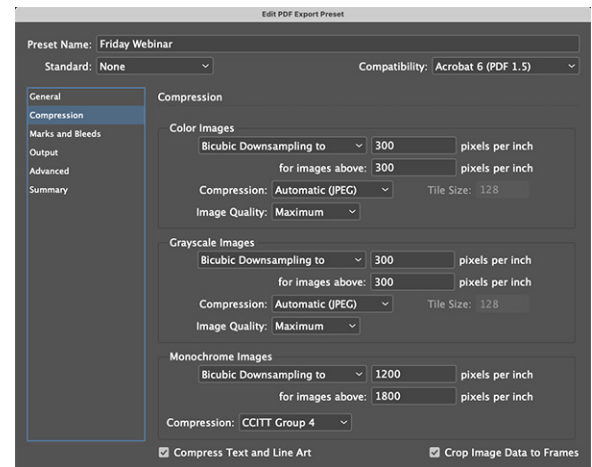
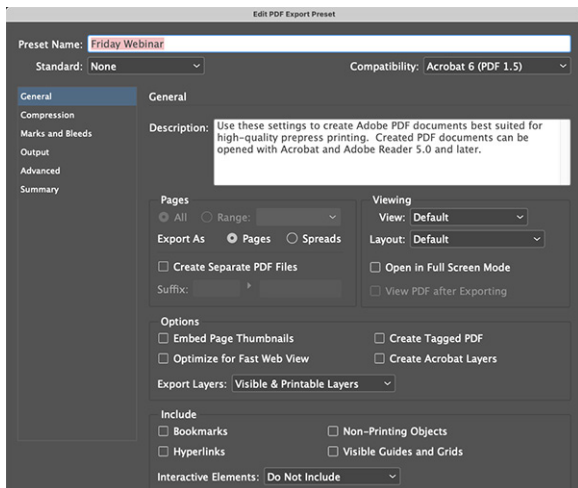
Settings in InDesign to improve your PDF

InDesign Preference

Increase the Always subset fonts number to "greater than 920,000.



Presets in InDesign for exporting the best PDF for newsprint

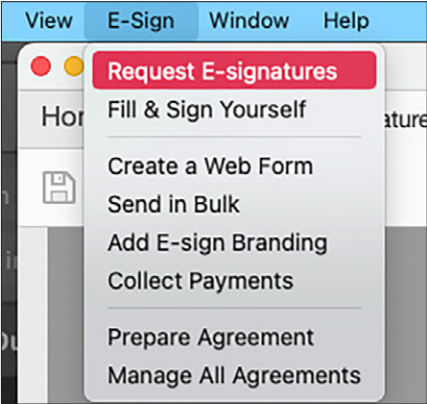




Creating Forms in Acrobat Pro

To begin select a file, scan a document or start from scratch

Creating PDF with space for E-Sig



Class Contract

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Signature

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