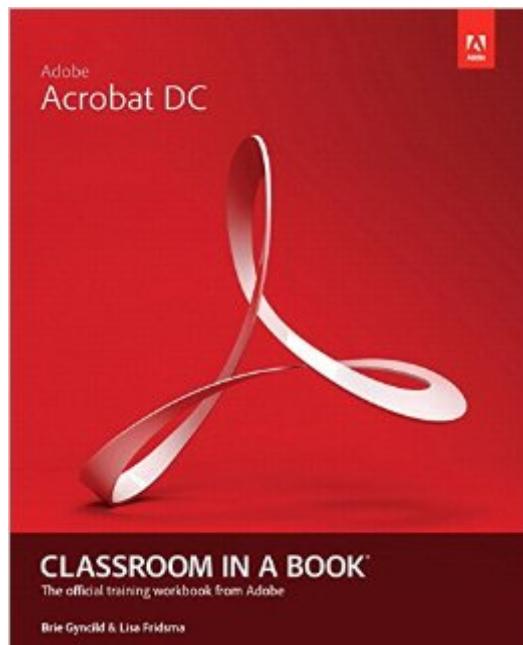


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Adobe Acrobat DC Classroom In A Book



Synopsis

Adobe Acrobat DC Classroom in a Book is the most thorough and comprehensive way for students to learn how to reliably create, edit, and sign PDF documents and forms with Adobe Acrobat DC. Each of the 13 lessons in this step-by-step, project-based guide contains a project that builds on their growing knowledge of the program, while end-of-chapter review questions reinforce each lesson. This cross-platform (Mac and Windows) book shows students how to collaborate effectively through electronic reviews, easily share their work across multiple platforms and devices (including via the new Adobe Document Cloud service), and speed up their production and business task workflow with Acrobat DC. All of the book's screenshots have been updated for the new edition, showing users how to navigate the completely overhauled user interface—a selling point for existing users of the software. Readers will also learn how to use the new Tool pane so they can easily convert files (Microsoft Office documents and graphics) to PDF and then learn how to directly edit text and images in their PDFs. They'll also learn how to use the newly refreshed tools to build PDF or web forms, speed up business workflow by gathering feedback and approval via online document reviews. And they'll learn how to create interactive forms and track responses within Acrobat, how to add signatures and security to their PDF files, and much more. All of the project files used in the book's lessons are available for readers to download at peachpit.com.

Book Information

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The classroom in a book method of teaching means there are examples to follow (using downloadable source files) so that each element and feature of Adobe Acrobat is not only discussed but the features are learned by following examples within the book. This is a far better way of learning than by just reading alone. The level of terminology used will not baffle the inexperienced, or patronise the experienced. The rise of PDF files means Adobe Acrobat has become the de facto standard for PDF files, and the latest version Adobe Acrobat DC has many new enhancements that can be overlooked. These extra features make handling and using PDF documents easier and leads to an increased efficient workflow. The Adobe Acrobat DC Classroom in a Book is aimed at users who have never used Acrobat before through to advanced users who want to learn about the new features, and covers all the features of Adobe Acrobat DC comprehensively. There are also a lot of hints and tips along the way that will help you increase your productivity! Users are taken through the simple tasks of what Adobe Acrobat DC is, how PDF files can be created, how PDF files can be enhanced for the modern digital web age to ensure your documents stand apart from others, using Adobe Acrobat DC in an approval process, how to create and track forms, automating Adobe Acrobat DC, right through to how to create files for professional printing with Adobe Acrobat DC. The topics covered are thorough, and well documented with timescales for each lesson so that you can ensure you have the time available to complete each lesson without having to rush. The lessons help you to create a professional document step by step, by modifying the downloaded supporting files.

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