

1. Record Nr.	UNINA9910141046103321
Autore	Padova Ted
Titolo	Adobe Acrobat X PDF Bible [[electronic resource] /] / Ted Padova
Pubbl/distr/stampa	Indianapolis, IN, : John Wiley & Sons, Inc., 2011
ISBN	1-283-02644-9 9786613026446 1-118-25572-0 1-118-01497-9
Edizione	[1st edition]
Descrizione fisica	1 online resource (939 p.)
Collana	Bible ; ; v.756 Bible
Disciplina	005.72 005.726
Soggetti	File conversion (Computer science) Portable document software Computer science Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	Adobe Acrobat X PDF Bible; About the Author; Credits; About This Book; Staying Connected; Contacting Me; What Is Adobe Acrobat?; New Features in Adobe Acrobat Professional; Part I: Introducing Adobe Acrobat; Chapter 1: Getting to Know Adobe Acrobat; Getting to Know the Viewing Modes; Discovering Adobe Acrobat; Understanding PDF; Understanding PDF Standards; Working in the Acrobat Environment; Using Panels; Understanding Preferences; Summary; Chapter 2: Using Acrobat Viewers; Exploring Viewer Distinctions; Using Plug-ins; Summary; Chapter 3: Using Help and Resources; Accessing Help Using ResourcesSummary; Chapter 4: Getting Familiar with Adobe Reader; Exploring Adobe Reader Tools and Menus; Trying Out PDF Creation at Acrobat.com; Creating PDF Files Using Acrobat.com; Introducing Protected Mode; Adding More Functionality to Adobe Reader; Summary; Chapter 5: Viewing and Navigating PDF Files; Using Read Mode; Customizing the Quick Tools Toolbar; Navigating PDF

Documents; Zooming In and Out; Setting Initial View Attributes; Viewing Files with the Window Menu; Viewing Links; Opening PDF Files; Summary; Chapter 6: Searching PDF Files; Using the Find Toolbar Using the Search Window Understanding Document Descriptions; Comparing Full-Text and Index Searches; Using Search Index Procedures; Creating Search Indexes (Acrobat Pro Only); Using Index Files; Working with Embedded Index Files; Summary; Part II: Converting Documents to PDF; Chapter 7: Converting Files to PDF; Understanding How PDFs Are Created; Converting Native Documents to PDF; Creating PDFs from Files; Scanning to PDF; Converting Web Pages to PDF; Summary; Chapter 8: Using Acrobat PDFMaker with Microsoft Programs; Using Acrobat with Microsoft Word; Converting Microsoft Excel Files to PDF Converting Microsoft PowerPoint Files to PDF Changing Microsoft Publisher Files to PDF; Converting Web Pages from Internet Explorer to PDF (Windows Only); Converting Microsoft Outlook Emails to PDF (Windows Only); Summary; Chapter 9: Exporting to PDF from Authoring Applications; Working with Acrobat and the Adobe Creative Suite; Using Acrobat with Non-Adobe Programs; Summary; Chapter 10: Exporting PDF Content; Saving PDF Files; Exporting to PDF; Exporting Data to Different Formats; Summary; Part III: Editing PDFs; Chapter 11: Combining, Packaging, and Attaching PDFs Merging Files into a Single PDF Document Working with PDF Portfolios; Navigating PDF Portfolios; Working with File Attachments; Using the Attachments Panel; Summary; Chapter 12: Editing Text; Using the Edit Document Text Tool; Setting Text Editing Preferences; Using the Select Tool; Looking Up Definitions; Summary; Chapter 13: Redacting PDFs; Understanding Redaction; Getting a Grip on the Redaction Tools; Redacting PDF Files; Sanitizing a Document; Summary; Chapter 14: Editing Images and Objects; Selecting Images; Editing Images and Objects Outside of Acrobat; Exporting Images; Summary Chapter 15: Editing Pages

---

## Sommario/riassunto

The classic Acrobat and PDF reference, updated to cover the latest release Consistently the most authoritative and comprehensive resource on the Acrobat PDF format, this standard reference returns with in-depth coverage of the newest version of Acrobat. Written by bestselling author Ted Padova, this book is packed with real-world insights and techniques gained from Padova's daily use of Acrobat under deadline constraints. You'll discover everything there is to know about using Acrobat X for print prepress, the Internet, CD-ROMs, and other forms of media. Popular author Ted Pado

---