



Adobe
Acrobat DC



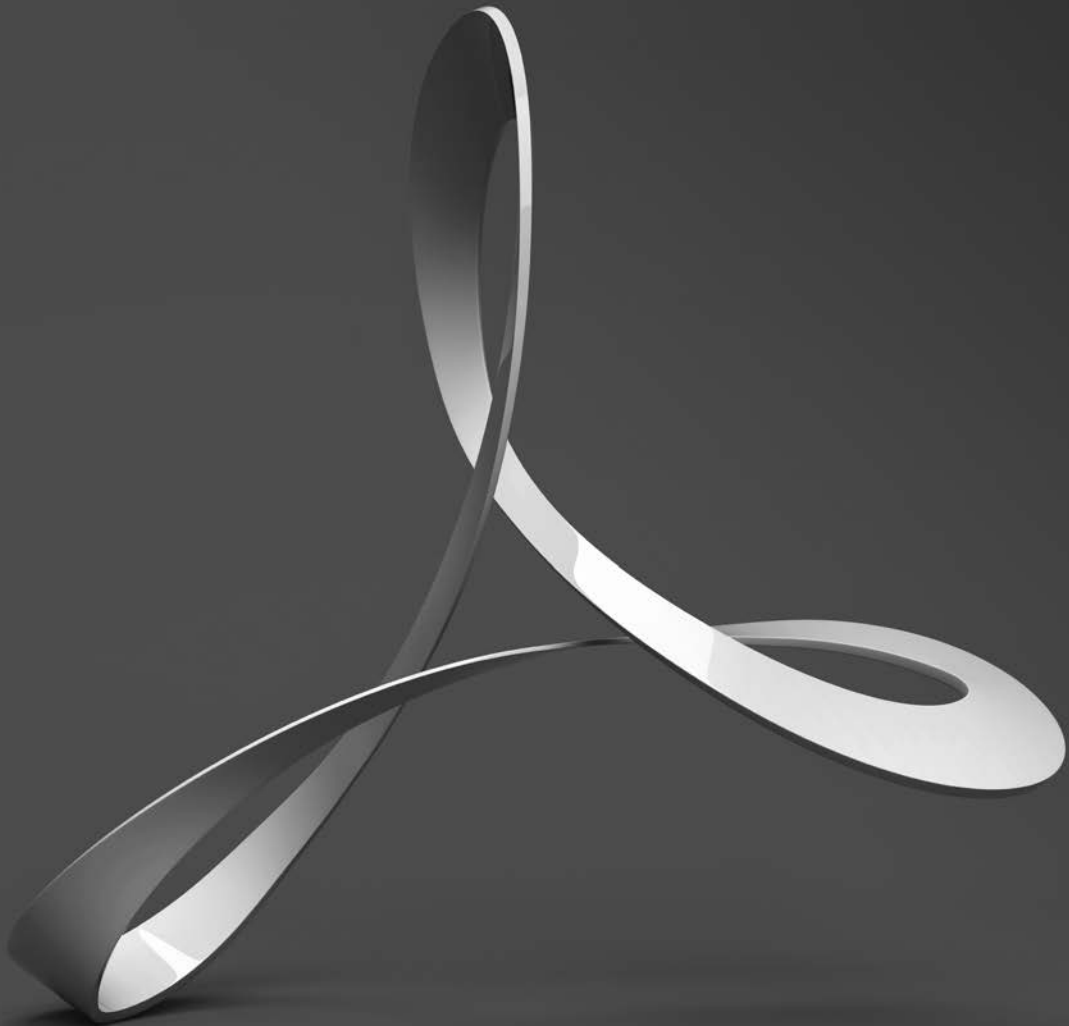
CLASSROOM IN A BOOK[®]

The official training workbook from Adobe

Brie Gyncild & Lisa Fridsma



Adobe
Acrobat DC



CLASSROOM IN A BOOK[®]

The official training workbook from Adobe

Lisa Fridsma & Brie Gyncild

Adobe Acrobat DC Classroom in a Book*

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Printed and bound in the United States of America

ISBN-13: 978-0-134-17183-8

ISBN-10: 0-134-17183-7

9 8 7 6 5 4 3 2 1

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GETTING STARTED

Adobe® Acrobat® DC is an essential tool in today's electronic workflow. You can use Acrobat Standard or Acrobat Pro to convert virtually any document to Adobe Portable Document Format (PDF), preserving the exact look and content of the original, complete with fonts and graphics. You can edit text and images in PDF documents, initiate reviews, distribute and share documents, create interactive forms, and more.

About Classroom in a Book

Adobe Acrobat DC Classroom in a Book® is part of the official training series for Adobe graphics and publishing software, developed with the support of Adobe product experts. The lessons are designed to let you learn at your own pace. If you're new to Adobe Acrobat, you'll learn the fundamental concepts and features you'll need to master the program. If you've been using Acrobat for a while, you'll find that Classroom in a Book teaches many advanced features, including tips and techniques for using the newest features. This edition will also help you get up to speed with the completely redesigned Acrobat user interface, so you can find the tools you depend on quickly and easily.

Although each lesson provides step-by-step instructions for working with specific projects, there's room for exploration and experimentation. You can follow the book from start to finish, or do only the lessons that match your interests and needs. Each lesson concludes with a review section summarizing what you've covered.

Acrobat Pro and Acrobat Standard

This book covers features included in Acrobat Pro and Acrobat Standard. We've noted where a tool or feature described in this book is available only in Acrobat Pro. Features available only in Acrobat Pro include:

- Preflighting documents and other print production tasks
- Creating PDF Portfolios
- Checking PDF documents for accessibility
- Applying Bates numbering and redaction
- Comparing versions of a document
- Using and creating actions

Prerequisites

Before beginning to use *Adobe Acrobat DC Classroom in a Book*, you should have a working knowledge of your computer and its operating system. Make sure you know how to use the mouse, standard menus and commands, and also how to open, save, and close files. If you need to review these techniques, see the printed or online documentation included with your system.

Installing Adobe Acrobat

Before beginning to use *Adobe Acrobat DC Classroom in a Book*, make sure that your system is set up correctly and that you've installed the required software and hardware. You must purchase Adobe Acrobat DC software separately. For system requirements, see the Adobe website at www.adobe.com/products/acrobat/main.html.

You must install the application onto your hard drive. Follow the onscreen installation instructions.

Options for purchasing Acrobat DC

Both Acrobat DC Standard and Acrobat DC Pro are available as standalone software and by subscription to Adobe Document Cloud or Adobe Creative Cloud. Which option you choose depends on your individual and organizational needs. However, just as there are feature differences between Acrobat Standard and Acrobat Pro, there are more features available when you have a Document Cloud or Creative Cloud subscription. (While you can purchase a Document Cloud subscription separately, Document Cloud subscriptions are automatically included in Creative Cloud subscriptions.) Where Document Cloud subscriptions are required for a feature, such as using Document Cloud eSign Services, we've noted it in the lessons.

You can learn more and compare your options for purchasing Acrobat DC at acrobat.adobe.com/us/en/pricing/pricing-compare-plans.html.

Starting Adobe Acrobat

You start Acrobat just as you would any other software application.

- **Windows:** Choose Start > Programs or All Programs > Adobe Acrobat DC.
- **Mac OS:** Open the Adobe Acrobat DC folder, and double-click the program icon.

Accessing the Classroom in a Book files

The lessons in *Adobe Acrobat DC Classroom in a Book* use specific source files. To complete the lessons in this book, you need to download the lesson files from peachpit.com. You can download the files for individual lessons, or download them all in a single file.

Your Account page is also where you'll find any updates to the chapters or to the lesson files. Look on the Lesson & Update Files tab to access the most current content.

● **Note:** As you complete each lesson, you will preserve the start files. In case you overwrite them, you can restore the original files by downloading the corresponding lesson files from your Account page at peachpit.com.

To access the Classroom in a Book files, do the following:

- 1 On a desktop or laptop computer, go to www.peachpit.com/redeem, and enter the code found at the back of your book.
- 2 If you do not have a Peachpit.com account, create one when you're prompted to do so.
- 3 Click the Lesson & Update Files tab on your Account page. This tab lists downloadable files for all Peachpit and Adobe Press products you have purchased and registered.
- 4 Click the lesson file links to download them to your computer, and then unzip them.

The files are compressed into zip archives to speed up download time and to protect the contents from damage during transfer. You must uncompress (or “unzip”) the files to restore them to their original size and format before you use them with the book. On a modern operating system, simply double-click a zip archive to open it.

- 5 Create a new folder on your hard disk, and name it **Lessons**. Then, drag the lesson files you downloaded and uncompressed into the Lessons folder on your hard disk.

When you begin each lesson, you will navigate to the folder with that lesson number, where you will find all of the project files you need to complete the lesson.

Additional resources

Adobe Acrobat DC Classroom in a Book is not meant to replace documentation provided that comes with the program or to be a comprehensive reference for every feature. Only the commands and options used in the lessons are explained in this book. For comprehensive information about program features and tutorials, refer to these resources:

- **Adobe Acrobat Learn and Support:** helpx.adobe.com/acrobat.html has comprehensive content you can search or browse, provided by Adobe. This includes hands-on tutorials, a link to Help, answers to common questions, troubleshooting information, and more.
- **Adobe Acrobat DC Help:** helpx.adobe.com/acrobat/topics.html is a reference for application features, commands, and tools (press F1 or choose Help > Online Support). You can also download Help as a PDF document optimized for printing at helpx.adobe.com/pdf/acrobat_reference.pdf.

- **Acrobat Forums:** forums.adobe.com/community/acrobat lets you tap into peer-to-peer discussions and questions and answers on Acrobat and other Adobe products.
- **Adobe Creative Cloud Learn:** helpx.adobe.com/support.html provides inspiration, key techniques, cross-product workflows, and updates on new features.
- **Resources for educators:** www.adobe.com/education and edex.adobe.com offer a treasure trove of information for instructors who teach classes on Adobe software. Find solutions for education at all levels, including free curricula that use an integrated approach to teaching Adobe software and can be used to prepare for the Adobe Certified Associate exams.

Also check out these useful links:

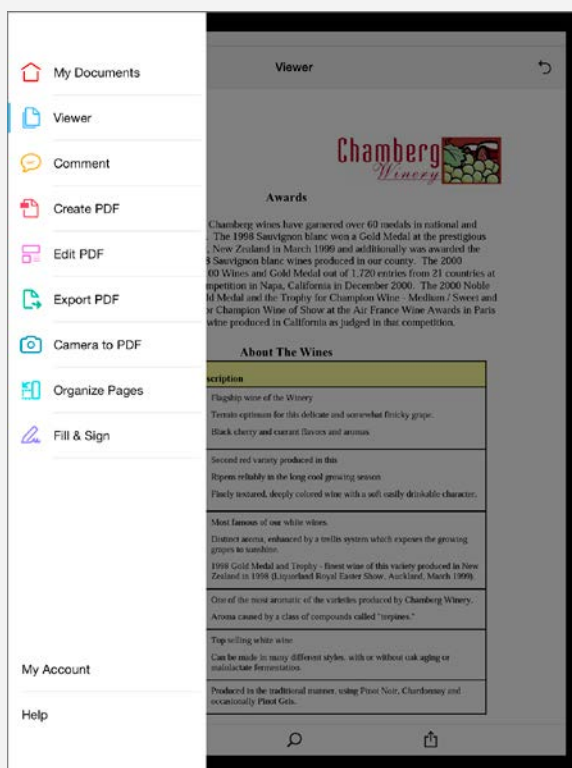
- **Adobe Add-ons:** creative.adobe.com/addons is a central resource for finding tools, services, extensions, code samples, and more to supplement and extend your Adobe products.
- **Adobe Acrobat DC product home page:** www.adobe.com/products/acrobat has more information about the product.

Adobe Authorized Training Centers

Adobe Authorized Training Centers offer instructor-led courses and training on Adobe products. A directory of AATCs is available at partners.adobe.com.

Going mobile

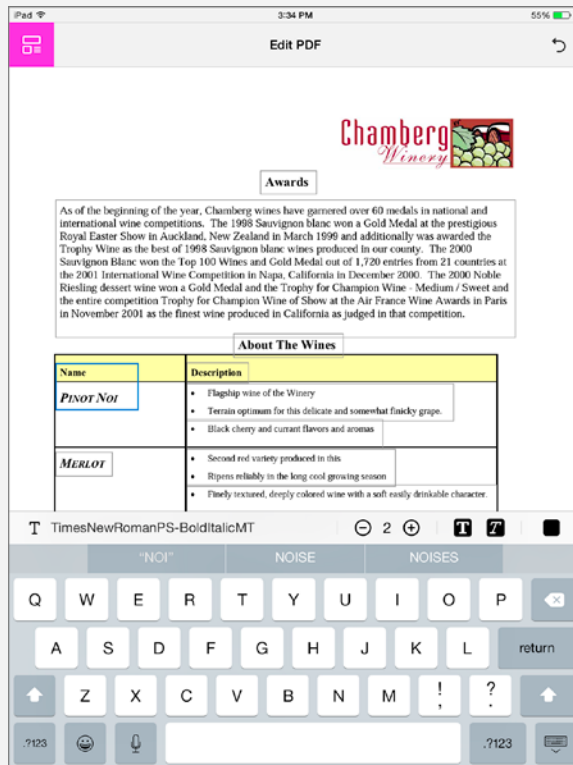
The free Adobe Acrobat DC mobile app makes it easy to view and work with PDF files from anywhere on your Android and iOS devices (including iPad, iPhone, and iPod touch). With the free app, you can view PDF files; add comments using the highlight, strikethrough, underline, and freehand drawing tools; view password-protected and encrypted PDF files; and fill out, save, and send fillable PDF forms. You can even sign forms with your finger using the Ink Signature tool.



With a Document Cloud or Creative Cloud subscription, the app becomes more powerful. You can use it to create, export, and organize pages in a PDF file. If you're working on an iPad, you can also edit pages in a PDF document.

You can download the app free from iTunes or the Apple App Store (for iPad, iPhone, or iPod touch), from Google play (for Android), or from the Windows Phone Store (for Windows Phone).

For more information about the Acrobat DC mobile app, visit acrobat.adobe.com/us/en/products/mobile-app.html.



4

ENHANCING PDF DOCUMENTS

Lesson overview

In this lesson, you'll do the following:

- Rearrange pages in a PDF document.
- Rotate and delete pages.
- Insert pages into a PDF document.
- Edit links and bookmarks.
- Renumber pages in a PDF document.
- Learn how to insert video and other multimedia files.
- Set document properties and add metadata to a PDF.



This lesson will take approximately 45 minutes to complete. Copy the Lesson04 folder onto your hard drive if you haven't already done so.

A laptop is shown in the foreground, displaying a website with a city skyline background. The website features a header with the 'LOCAL' logo and several content blocks with images and text. The background of the entire advertisement is a city skyline at sunset or sunrise, with various skyscrapers and buildings.

MERIDIEN WI-FI

We move fast but take time to breathe.
We embrace our environment and give back to it.
We are a community with big ideas that need to be shared.
We laugh, we work, we play. We are together and
We are empowered.

Meridien. Now with WI-FI.

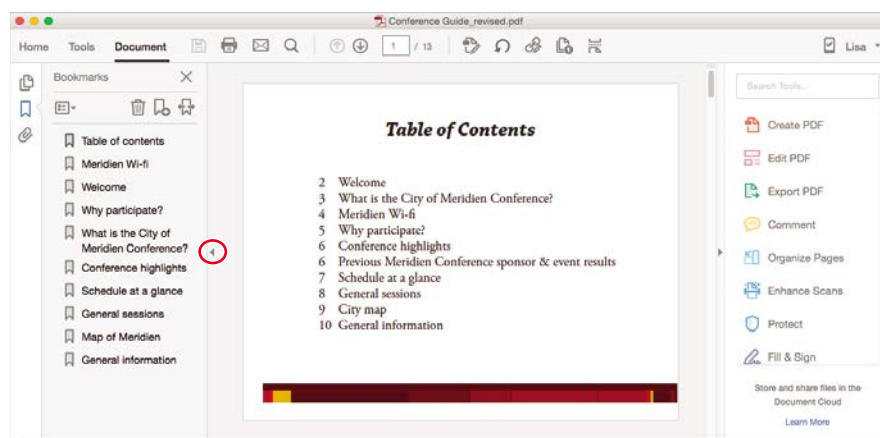
Sponsored By
LOCAL

You can modify PDF documents by rearranging, cropping, deleting, or inserting pages; editing text or images; or adding multimedia files. You can also add navigational aids such as bookmarks and links.

Examining the work file

You'll work with conference materials for the fictitious Meridien Conference. The presentation has been designed both for print and for online viewing. Because this online presentation is in the developmental phase, it contains a number of mistakes. You'll use Acrobat to correct the problems in this PDF document.

- 1 Start Acrobat.
- 2 Choose File > Open. Navigate to the Lesson04 folder, select Conference Guide.pdf, and click Open. Then choose File > Save As, rename the file **Conference Guide_revised.pdf**, and save it in the Lesson04 folder.
- 3 Click the small arrow on the left side of the window to open the navigation pane, if it's not already open. Then click the Bookmarks button (🔖) in the navigation pane.



The Bookmarks panel opens, revealing several bookmarks that have already been created. Bookmarks are links to specific points in the document. They can be generated automatically from the table-of-contents entries of documents created by most desktop publishing programs or from formatted headings in applications such as Microsoft Word. You can also create bookmarks in Acrobat. You can specify the appearance of bookmarks and add actions to them.

- 4 Click anywhere on the Table of Contents page, and then press the Down Arrow key on your keyboard to page through the document.

Notice that the bookmark icon corresponding to the page that you are viewing is highlighted as you move through the pages. (There are a couple of bookmark errors that you'll correct later.)

- 5 Click the Table of Contents bookmark to return to the first page of the presentation.
- 6 In the document pane, move the pointer over the items listed in the table of contents. Notice that the hand changes to a pointing finger, indicating that items in the list are links.
- 7 Click the Meridien Wi-fi entry in the document pane to follow its link. (Be sure to click the entry in the table of contents, not the bookmark in the Bookmarks panel.)



Table of Contents	
2	Welcome
3	What is the City of Meridien Conference?
4	Meridien Wi-fi
5	Why participate?
6	Conference highlights
6	Previous Meridien Conference sponsor & event results
7	Schedule at a glance
8	General sessions
9	City map
10	General information



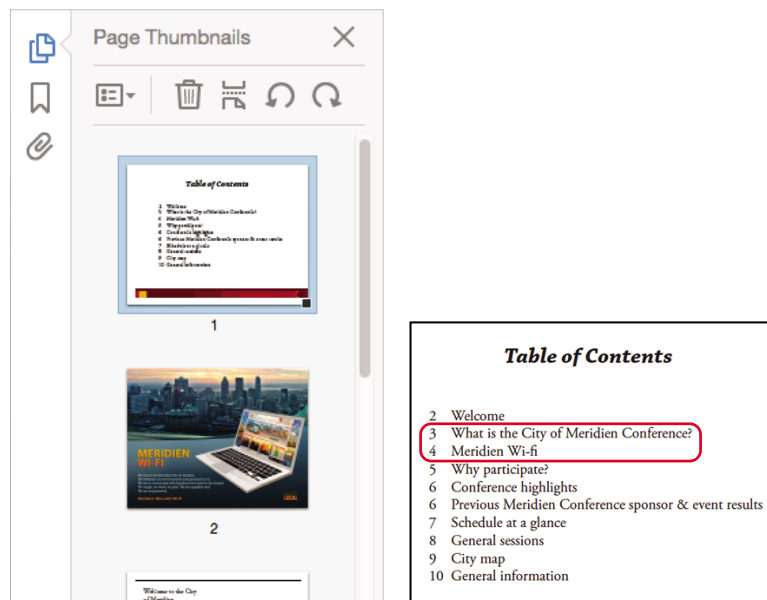
Notice that the page number on the page displayed in the document pane is 2, though the page number in the table of contents showed the page as being page 4. The page is out of order.

- 8 Choose View > Page Navigation > Previous View to return to the table of contents.

Moving pages with page thumbnails

Page thumbnails offer a convenient way to preview pages. In previous lessons, you used page thumbnails to navigate a document. Now you'll use them to quickly rearrange pages in a document.

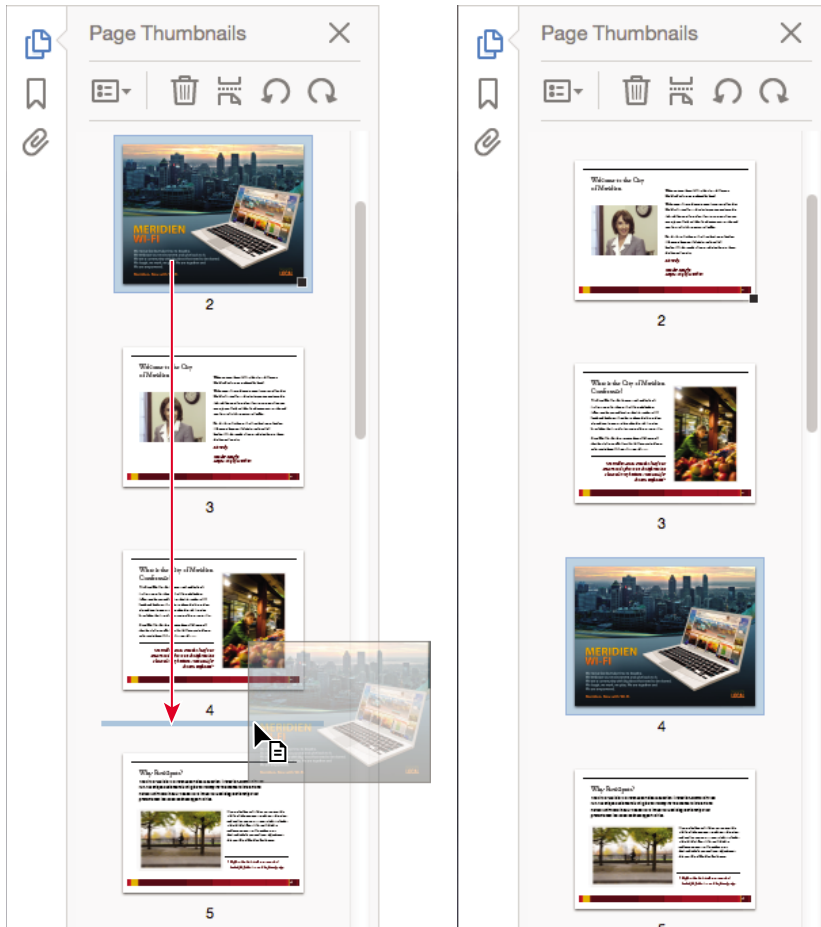
- 1 Click the Page Thumbnails button (📄) in the navigation pane.



The Meridien Wi-fi page is out of place. According to the table of contents, it should follow the page titled “What is the City of Meridien Conference?”

- 2 Click the page 2 thumbnail to select it.
- 3 Drag the selected thumbnail image down until the insertion bar appears between the thumbnails of pages 4 and 5.

- 4 Release the mouse button to insert the page at its new position.



The Meridien Wi-fi page now follows the “What is the City of Meridien Conference?” page and precedes the “Why participate?” page.

- 5 To check the sequence of pages, choose View > Page Navigation > First Page to go to the first page of the document (if you're not already there), and then use the Next Page button (⏪) to page through the presentation.
- 6 When you're satisfied that the pages are in the correct order, click the Page Thumbnails button again to close its panel. Then choose File > Save to save your work so far.

Manipulating pages

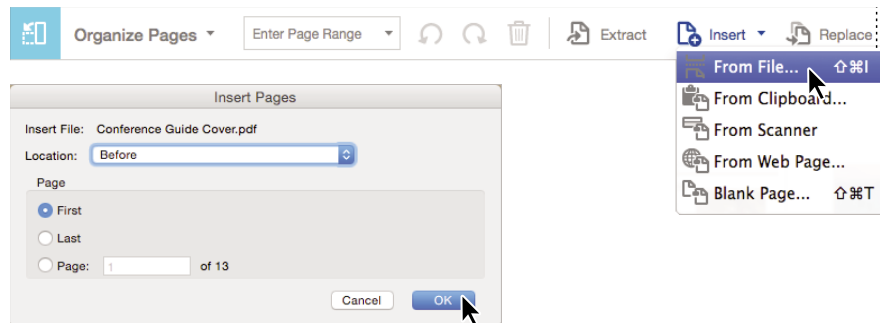
If you look at the first page of the presentation (page 1 of 13), you'll notice that the first page, the Table of Contents page, is rather plain. To make the presentation more attractive, you'll add a cover page, which you'll then rotate to match the other pages in the presentation.

Inserting a page from another file

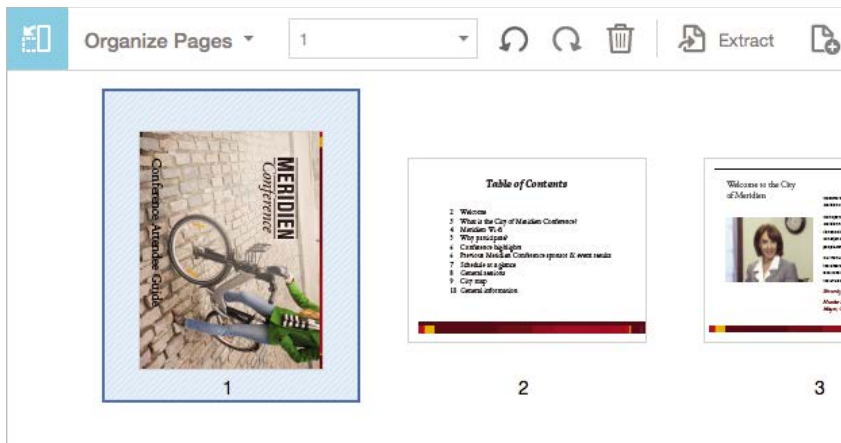
You'll start by inserting the cover page.

- 1 Open Organize Pages in the Tools pane.
- 2 Click Insert in the Organize Pages toolbar, and then choose From File.
- 3 Navigate to the Lesson04 folder, and select Conference Guide Cover.pdf. Click Open or Select.
- 4 In the Insert Pages dialog box, choose Before from the Location menu, and select First in the Page area. Then click OK. You want to insert this PDF file before any of the pages in your document.

► **Tip:** If you insert a page that is larger than the other pages in a document, you can crop out unnecessary areas of the page. Right-click the page and choose Crop Pages.



The cover document appears as page 1 in the Conference Guide_revised.pdf document.



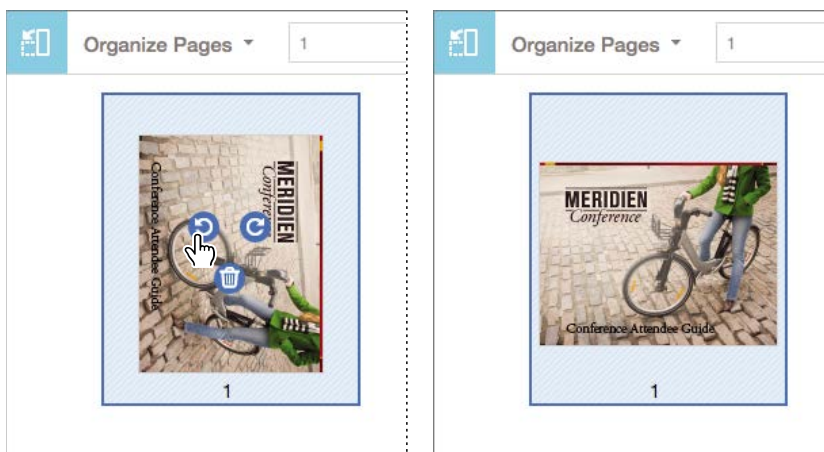
- 5 Choose File > Save to save your work.

Rotating a page

The cover page is now in the conference document, but it has the wrong orientation. You'll rotate the new page to match the rest of the document.

- 1 Select the thumbnail for the cover. Two rotation icons and a delete icon appear superimposed on the thumbnail.
- 2 Click the Rotate Counterclockwise icon.

► **Tip:** If you have a Document Cloud subscription, you can rotate and rearrange pages on a tablet or phone using the Acrobat DC mobile app. See "Going mobile" on page 6 to learn more.

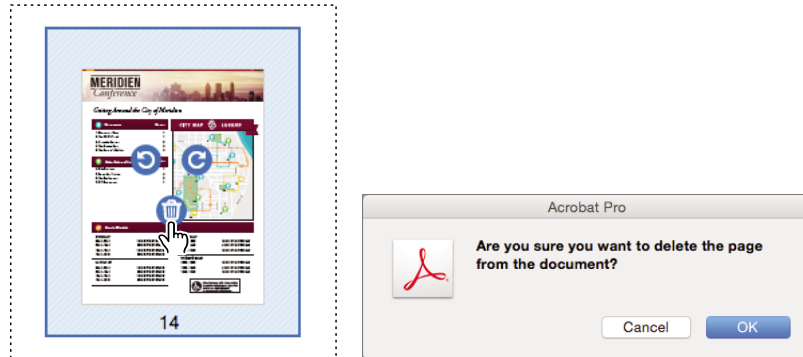


Acrobat rotates the page so that it matches the rest of the document. Only the selected page was rotated.

Deleting a page

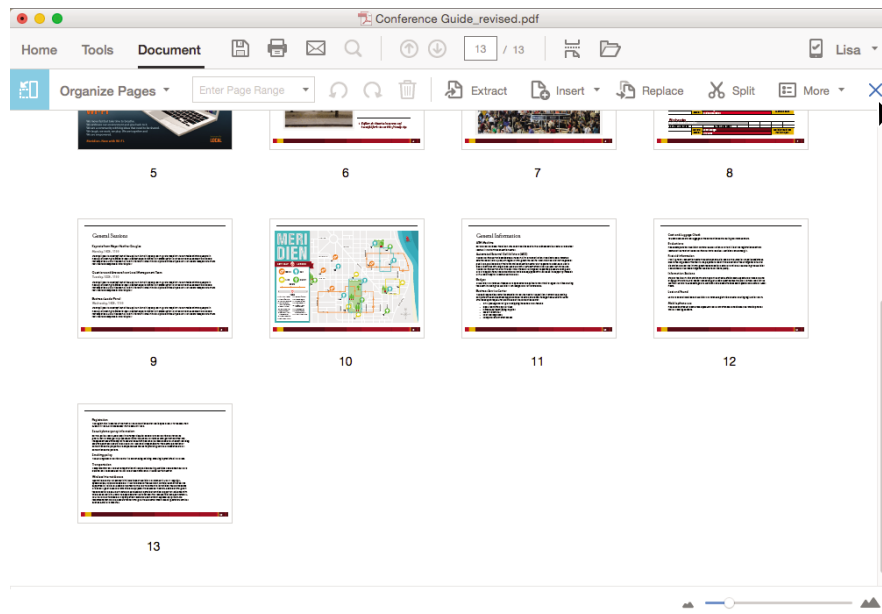
The last page in the document doesn't quite fit with the others, and the conference committee has decided to distribute it separately. You'll delete it from the document.

- 1 Select the thumbnail for the last page in the document (page 14).
- 2 Click the delete icon.
- 3 Click OK to confirm that you want to delete the page.



The page is deleted from the Conference Guide_revised.pdf file.

- 4 Close the Organize Pages toolbar to return to the main document view.



- 5 Choose File > Save to save your work.

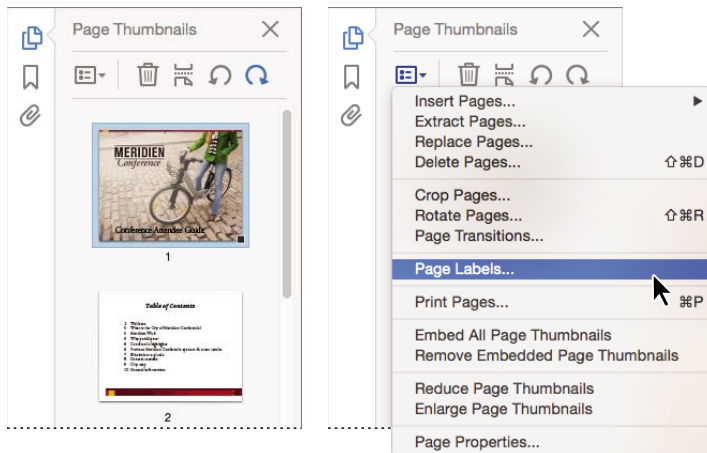
Renumbering pages

You may have noticed that the page numbers on the document pages do not always match the page numbers that appear below the page thumbnails and on the toolbar. Acrobat automatically numbers pages with Arabic numerals, starting with page 1 for the first page in the document, and so on. However, you can change the way Acrobat numbers pages. You'll give the cover page a roman numeral, so that the contents page is page 1.

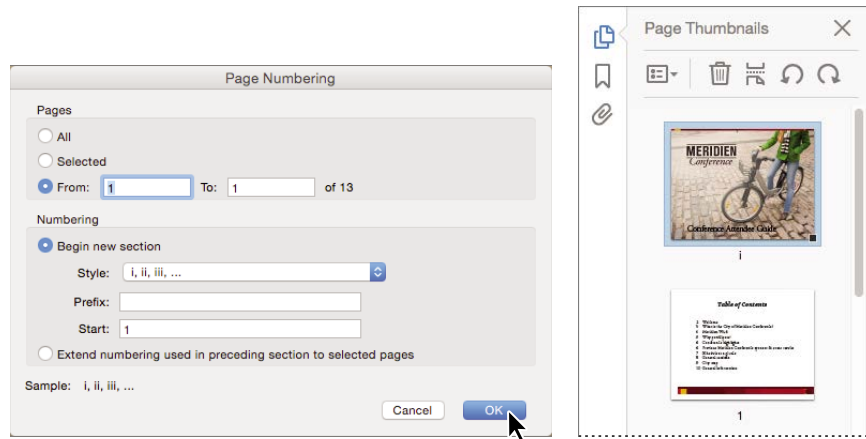
- 1 Click the Page Thumbnails button (📖) in the navigation pane to display the page thumbnails.
- 2 Click the page 1 thumbnail to go to the cover page.

You'll renumber the first page of the document—the cover page—using lowercase roman numerals.

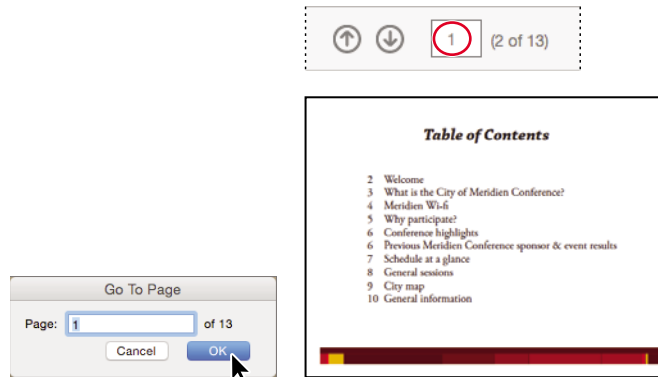
- 3 Click the options menu button at the top of the Page Thumbnails panel, and choose Page Labels. The Page Numbering dialog box opens.



- 4 For Pages, select From and enter from 1 to 1 of 13. For Numbering, select Begin New Section, choose “i, ii, iii” from the Style menu, and enter 1 in the Start text box. Click OK.



- 5 Choose View > Page Navigation > Go To Page. Enter 1, and click OK.



► **Tip:** You can manually add page numbers to the pages of your Adobe PDF document using headers or footers. (Select the Edit PDF tool, and choose Header & Footer > Add.)

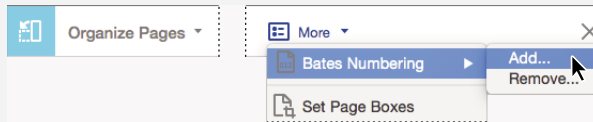
Acrobat displays the table of contents page. Because you renumbered the cover page, the number 1 in the page number text box is now assigned to the contents page of the document.

- 6 Close the Page Thumbnails panel.
7 Choose File > Save to save your changes.

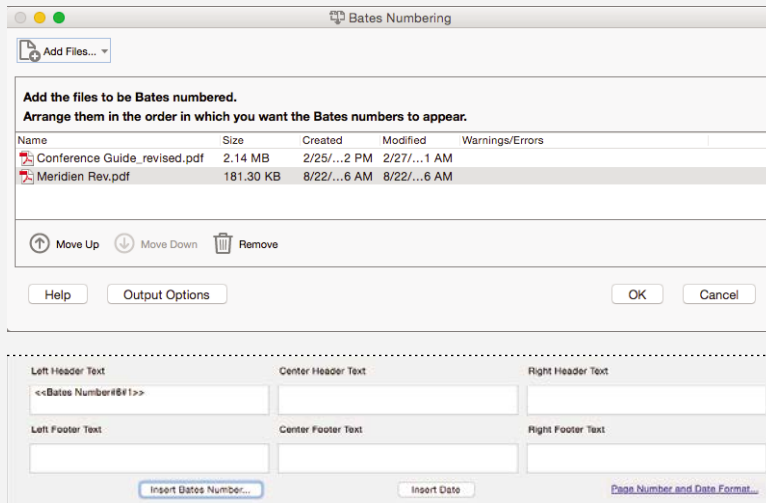
Applying Bates numbering (Acrobat Pro only)

In law offices, Bates numbering is routinely applied to each page of a document that is part of a legal case or process. Using Acrobat DC Pro, you can automatically apply Bates numbering as a header or footer to any document or to documents in a PDF Portfolio. (If the PDF Portfolio contains non-PDF files, Acrobat converts the files to PDF and add Bates numbering.) You can add custom prefixes and suffixes, as well as a date stamp. And you can specify that the numbering is always applied outside the text or image area on the document page.

To apply Bates numbering, click Organize Pages in the Tools pane, and then choose More > Bates Numbering > Add.



In the Bates Numbering dialog box, add the files you want to number, and arrange them in the appropriate order. Click Output Options to specify the location and naming convention for the numbered files. Then use the Add Header And Footer dialog box to define the style and format of the number, which can have 6 to 15 digits, plus prefixes and suffixes.



You cannot edit Bates page numbering after you've added it to a document. You can, however, delete Bates numbering and apply a different Bates numbering formula.

For more information on applying Bates numbering and working with other legal features in Acrobat, see Adobe Acrobat DC Pro Help.

Managing links

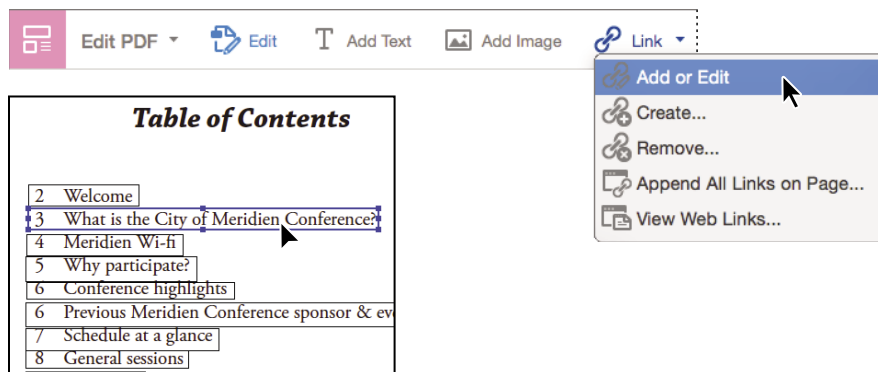
► **Tip:** To quickly return to your previous view, choose View > Page Navigation > Previous View, or press Ctrl or Command and the Left Arrow key.

Now you'll correct the broken links on the contents page and add a missing link.

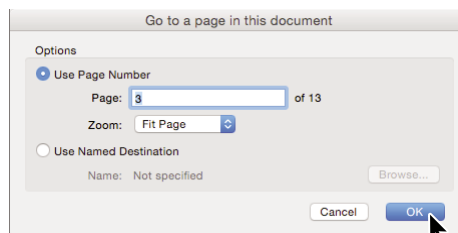
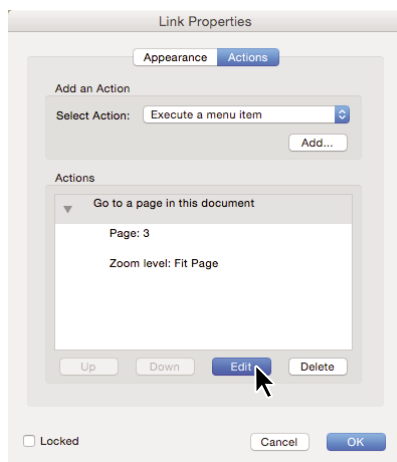
- 1 Go to page 1, the table of contents page, if you're not there already.
- 2 Click the links for each of the table of contents entries to identify problems.

The link for page 3 and the second link for page 6 go to the wrong pages. There is no link for the last entry. First, you'll correct the links that go to the wrong pages.

- 3 Click Edit PDF in the Tools pane, and then choose Link > Add Or Edit. Acrobat outlines the links on the page.
- 4 Double-click the link for page 3, "What is the City of Meridien Conference?"

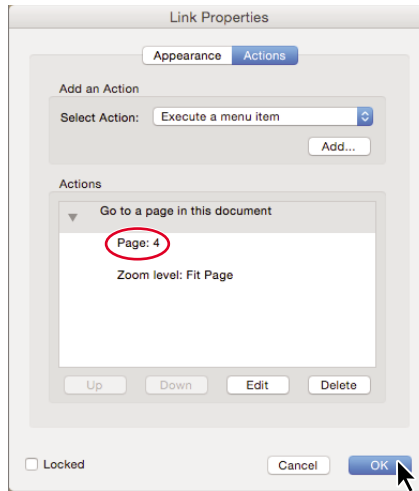


- 5 In the Link Properties dialog box, click the Actions tab. The action associated with this link is to go to page 3. Click Edit.
- 6 In the Go To A Page In This Document dialog box, select Use Page Number, and enter 3 in the Page box. Click OK.

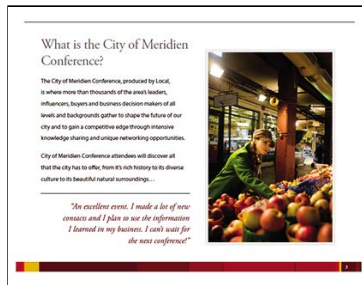
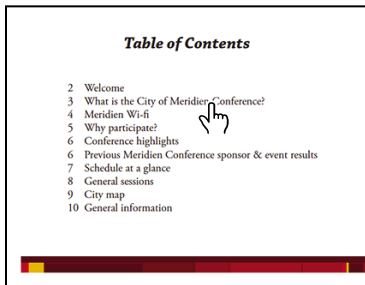


The listed action now goes to page 4. Remember that you renumbered the pages, so page 3 is actually the 4th page in the PDF file.

7 Click OK.



8 Hover over the lower area of the window to view the navigation controls, and select the Selection tool. Then click the link for page 3. It goes to the appropriate page now. Return to the table of contents page.



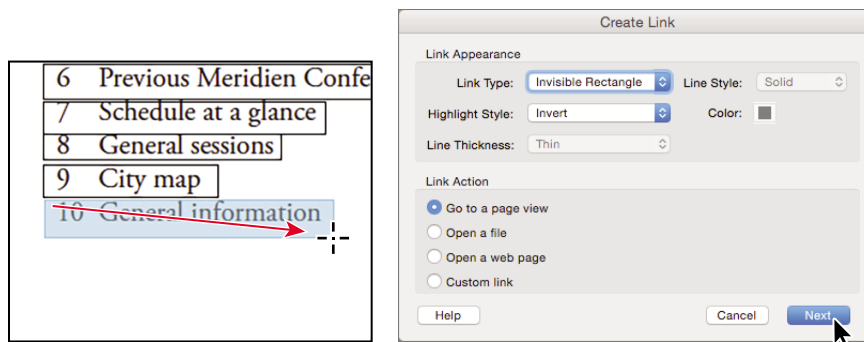
9 Follow steps 3–7 to make the same change for the link to the previous event results, changing the linked page number to page 6.

Now you'll create a link for the last entry.

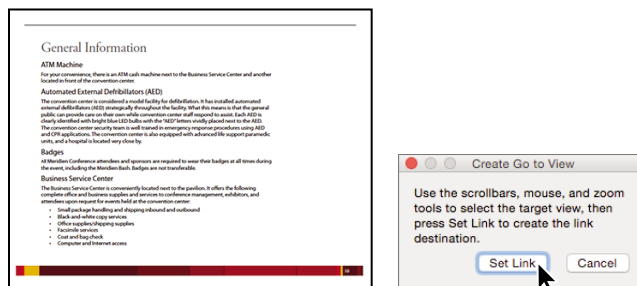
10 Go to page 1 (the Table of Contents page), if you're not there already. If links aren't outlined, choose Link > Add Or Edit.

11 Drag a link box around the final contents entry, "10 General information."

- 12** In the Create Link dialog box, choose Invisible Rectangle for the Link Type, and select Go To A Page View in the Link Action area. Then click Next.



- 13** Scroll to page 10. When the General Information page is on the screen, click Set Link. Acrobat returns you to the contents page.



- 14** Select the Selection tool, and then click the link you just created to test it.
- 15** Close the Edit PDF panel.
- 16** Choose File > Save to save your work.

Working with bookmarks

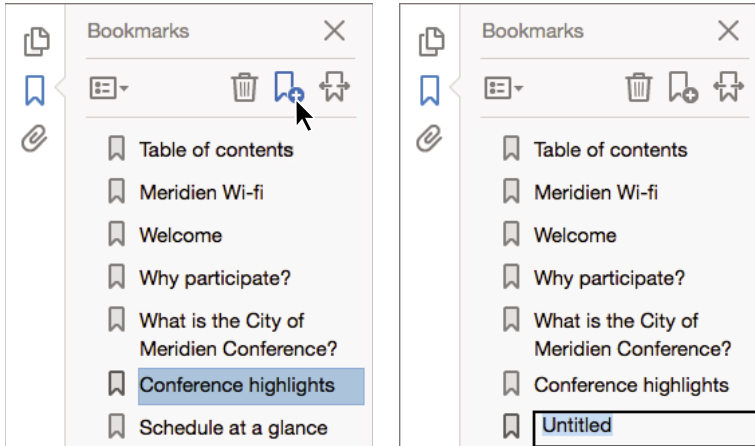
A bookmark is simply a link represented by text in the Bookmarks panel. While bookmarks that are created automatically by many authoring programs are generally linked to headings in the text or to figure captions, you can also add your own bookmarks in Acrobat to create a custom outline of a document or to open other documents.

Additionally, you can use electronic bookmarks as you would paper bookmarks—to mark a place in a document that you want to highlight or return to later.

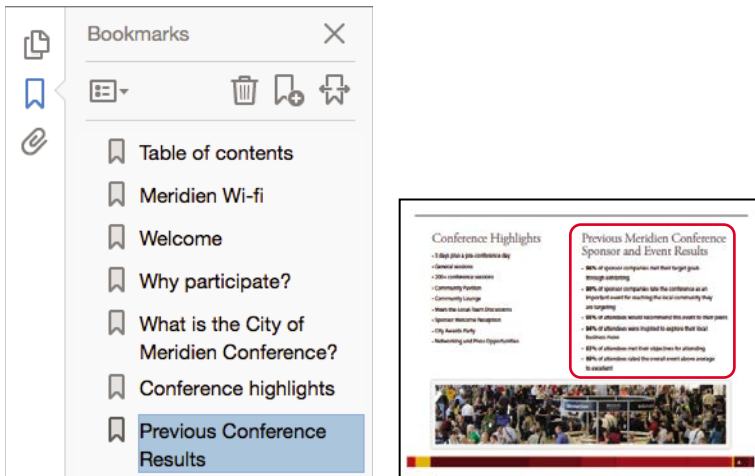
Adding a bookmark

First, you'll add a bookmark for the second topic on page 6, the section titled "Previous Meridien Conference sponsor and event results."

- 1 Go to page 6 in the document, so that you can see the event results.
- 2 Open the Bookmarks panel, and then click the Conference highlights bookmark. Your new bookmark will be added directly below the selected bookmark.
- 3 Click the New Bookmark button (🔖) at the top of the Bookmarks panel. A new, untitled bookmark appears.



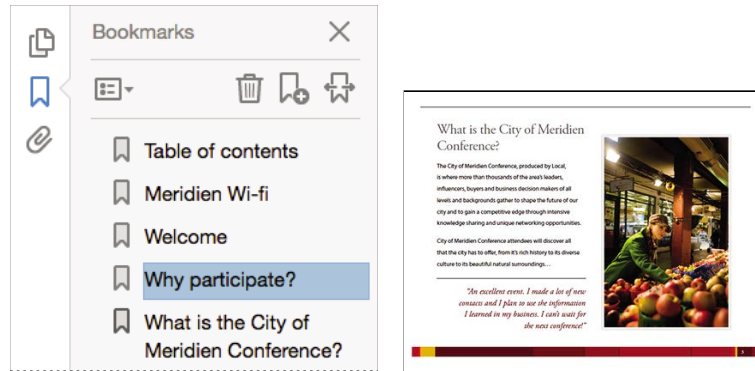
- 4 In the text box of the new bookmark, type **Previous conference results**. Press Enter or Return to accept the name.



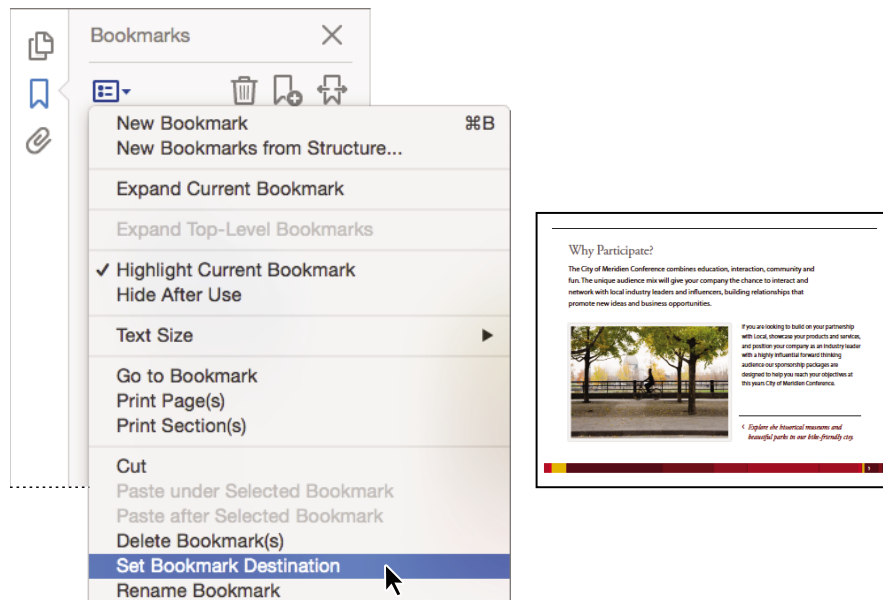
Changing a bookmark destination

A couple of bookmarks link to the wrong pages. You'll change those now.

- 1 In the Bookmarks panel, click the Why participate? bookmark. The document pane displays the “What is the City of Meridien Conference?” page.



- 2 Click the Next Page button (⏪) twice to go to page 5 (6 of 13) of the document, which is the page you want the bookmark to link to.
- 3 From the options menu at the top of the Bookmarks panel, choose Set Bookmark Destination. Click Yes in the confirmation message to update the bookmark destination.

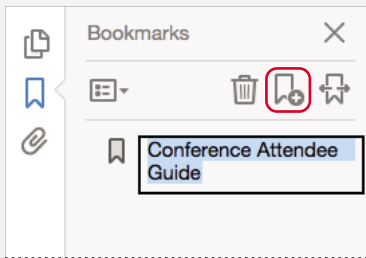


- 4 Repeat the process to correct the destination of the “What is the City of Meridien Conference?” bookmark, which should be linked to page 3 (4 of 13).
- 5 Choose File > Save to save the Conference Guide_revised.pdf file.

Naming bookmarks automatically

You can create, name, and automatically link a bookmark by selecting text in the document pane.

- 1 Navigate to the page you want to link, and set the magnification to the optimal level. The current magnification will be inherited by the bookmark.
- 2 Drag the I-beam to highlight the text that you want to use as your bookmark.
- 3 Click the New Bookmark button at the top of the Bookmarks panel. A new bookmark is created in the bookmarks list, and the highlighted text from the document pane is used as the bookmark name. By default, the new bookmark links to the current page view displayed in the document window.



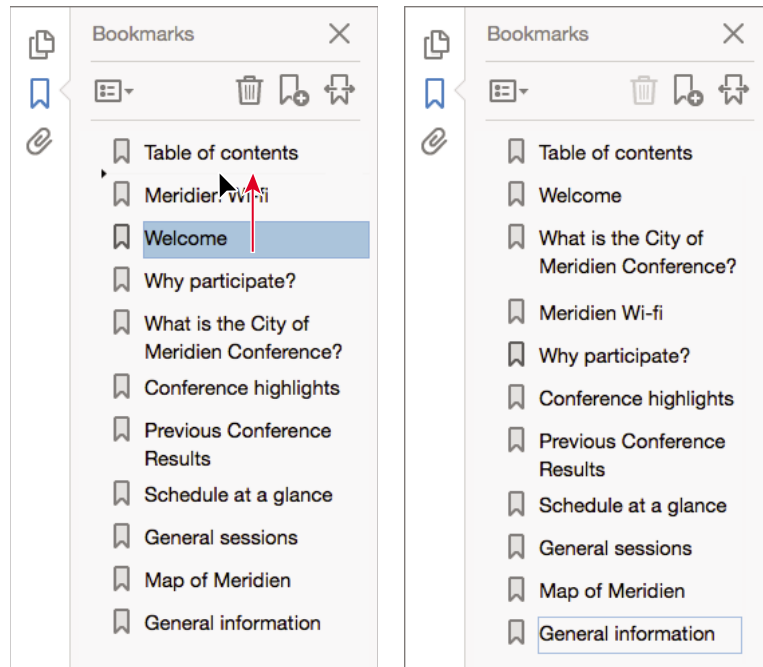
Moving bookmarks

After creating a bookmark, you can easily drag it to its proper place in the Bookmarks panel. You can move individual bookmarks or groups of bookmarks up and down in the Bookmarks panel, and you can nest bookmarks.

Some of the bookmarks are out of order in the current document. You'll rearrange them now.

- 1 In the Bookmarks panel, drag the icon for the Welcome bookmark directly below the icon for the Table of contents bookmark.

- 2 Drag the other bookmarks so that they appear in the same order as the entries in the table of contents.

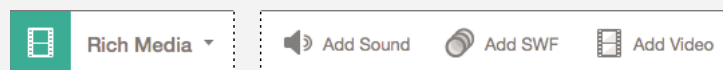


- 3 Close the Bookmarks panel, and then choose File > Save to save your work.

Adding multimedia files

With Acrobat, you can easily transform your PDF files into exciting multidimensional communication tools by inserting video, audio, and SWF animations.

When you add a multimedia file to a PDF, you can set launch behaviors and other options that determine how the file appears and plays in the PDF document. To add audio, video, or animation to a file, open the Rich Media tool, and then select a tool from the toolbar to add video, sound, or a SWF file. Drag a box on the page for the content, select the multimedia file, and then specify the settings you want to use.



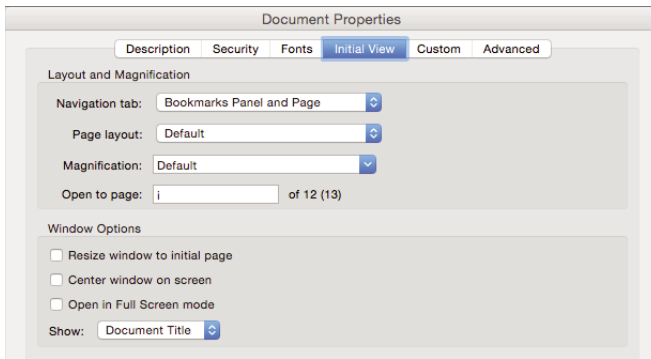
For more information on working with multimedia files in Acrobat DC, see Adobe Acrobat DC Help.

Setting document properties and metadata

You're nearly done with this conference guide. To finish it off, you'll set the initial view, which determines what people see when they first open the file, and add metadata to the document.

- 1 Choose File > Properties.
- 2 In the Document Properties dialog box, click the Initial View tab.
- 3 From the Navigation Tab menu, choose Bookmarks Panel And Page.

When the viewer opens the file, both the page and the bookmarks will be visible.



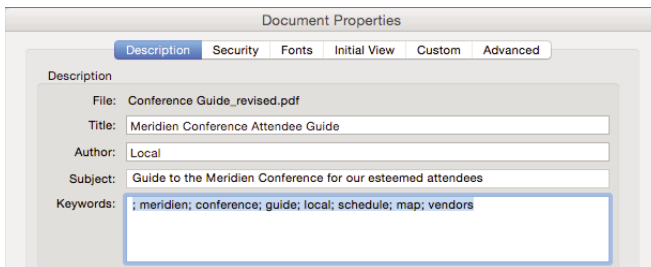
- 4 In the Window Options area, choose Document Title from the Show menu.

With this option selected, the document title, rather than the filename, will appear in the document's title bar.

- 5 Select the Description tab.

The document's author has already entered some metadata for the file, including some keywords. Metadata is information about the document itself, and you can use it to search for documents. You'll add some more keywords.

- 6 In the Keywords field, after the existing keywords, type ; **map; vendors**.
Keywords must be separated by commas or semicolons.



- 7 Click OK to accept changes in the Document Properties dialog box.
- 8 Choose File > Save to save your work, and then close all open files and quit Acrobat.

Setting up presentations

Generally, when you make a presentation to a group of people, you want the document to take over the entire screen, hiding distractions such as the menu bar, toolbars, and other window controls.

You can set up any PDF file to display in Full Screen mode in the Initial View tab of the Document Properties dialog box. In the Full Screen tab of the Preferences dialog box, you can set a variety of transition effects to play as you move between pages. You can even set the speed at which pages advance. You can also convert presentations that you've prepared in other programs, such as PowerPoint, to Adobe PDF, preserving many of the authoring program's special effects. For more information, see Adobe Acrobat DC Help.

Review questions

- 1 How can you change the order of pages in a PDF document?
- 2 How do you insert an entire PDF file into another PDF file?
- 3 How can you correct a link's destination?
- 4 What is a bookmark?

Review answers

- 1 You can change the page order by dragging the page thumbnails corresponding to the pages you want to move to their new locations in the Page Thumbnails panel.
- 2 To insert all the pages from a PDF file before or after any page in another PDF file, select the Organize Pages tool, choose Insert > From File, and then select the file you want to insert. Specify where in the document the pages should be inserted.
- 3 To correct a link's destination, select the Edit PDF tool, and then choose Link > Add Or Edit. Next, double-click the incorrect link. Then click the Actions tab in the Link Properties dialog box, click Edit, and type the correct page number in the Page box in the Go To A Page In This Document dialog box. Click OK.
- 4 A bookmark is simply a link represented by text in the Bookmarks panel.

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Production Notes

Adobe Acrobat DC Classroom in a Book was created electronically using Adobe InDesign CC (2014 release). Art was produced using Adobe InDesign, Adobe Illustrator, and Adobe Photoshop.

References to company names in the lessons are for demonstration purposes only and are not intended to refer to any actual organization or person.

Images

Photographic images and illustrations are intended for use with the tutorials.

Typefaces used

Adobe Myriad Pro and Adobe Minion Pro are used throughout the lessons. For more information about OpenType and Adobe fonts, visit www.adobe.com/type/opentype/.

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