

WHERE TO FIND HELP

Check out Adobes help center by going to Help > Acrobat Help.

DONT FORGET YOUR VISUAL QUICKSTART GUIDE

For that extra edge we recommend buying the Adobe Acrobat 9 Visual Quickstart Guide that can be found at bookstores. This is a great book that covers all of the major features.

FOR MORE INFORMATION

www.cd.com.au

1300 441 891

TOPICS IN THE VQG

INTRODUCING ACROBAT 9

LOOKING AT THE WORK AREA

CREATING PDF FILES

CREATING PDF FROM MS OFFICE FILES

COMBINING FILES IN PDF /PORTFOLIOS

READING AND WORKING WITH PDF FILES

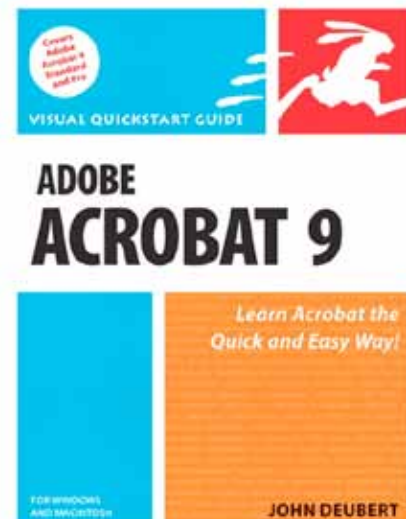
ENHANCING AND EDITING PDF DOCUMENTS

ADDING SECURITY

USING ACROBAT IN A REVIEW CYCLE

WORKING WITH FORMS IN ACROBAT

CREATING MULTIMEDIA PRESENTATIONS

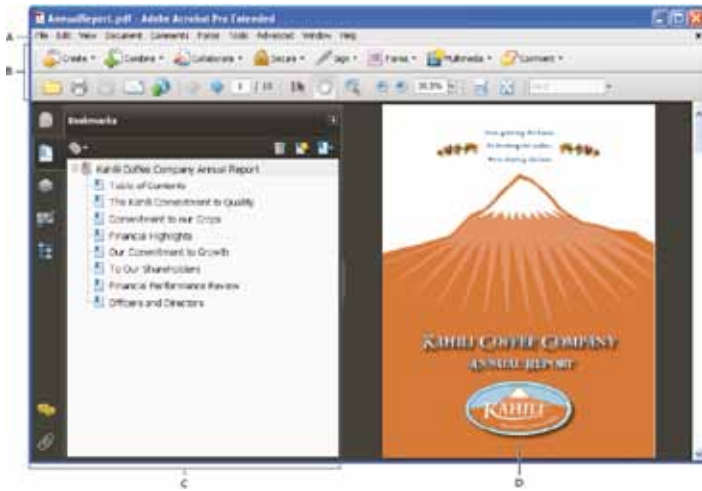


WORK AREA BASICS

Work Area

Adobe® Acrobat® 9 Pro opens in two different ways: as a stand-alone application, and in a web browser. The associated work areas differ in small but important ways.

The work area for the stand-alone application includes a document pane and a navigation pane. The document pane displays Adobe® PDFs. The navigation pane on the left side helps you browse through the PDF. Toolbars near the top of the window provide other controls that you can use to work with PDFs.



*Work area as it appears in Acrobat

- A. Menu bar
- B. Toolbars
- C. Navigation pane (Bookmarks panel displayed)
- D. Document pane


When you open a PDF inside a web browser, the toolbars, navigation pane, and document pane are available.

***Note:** Some, but not all, PDFs appear with a document message bar. PDF Portfolios appear with a specialized work area.

DOCUMENT MESSAGE BAR

Message bar

The document message bar appears only in certain types of PDFs. Typically, you see this

area when you open a PDF form, a PDF that has been sent to you for review, a PDF with special rights or security restrictions, or a PDF that is compliant with PDF/A, PDF/E, or PDF/X standards. The document message bar appears immediately below the toolbar area. To show or hide the document message bar, click its button  on the left side of the work area.

Look on the document message bar for instructions on how to proceed and for any special buttons associated with the task. The bar is color coded: purple for forms, yellow for reviews, and blue for certified or secure PDFs.



*Document message bar for a form

VIEW THE PDF PORTFOLIO WORK AREA

The work area for PDF Portfolios includes the following features:

PDF Portfolio toolbar

Located immediately below the menu. Look here for PDF Portfolio viewing options, publishing options, a Modify menu with PDF Portfolio editing commands, and a search tool.

List of component documents and folders

Located below the PDF Portfolio toolbar. The list of component documents and folders can be displayed in various layouts as well as in File Details view.

KEYBOARD SHORT CUTS

Keys for selecting tools

To enable single-key shortcuts, open the Preferences dialog box, and under General, select the Use Single-Key Accelerators To Access Tools option.

Tool	Windows/UNIX action	Mac OS action
Hand tool	H	H
Temporarily select Hand tool	Spacebar	Spacebar
Select tool	V	V
Snapshot tool	G	G
Marquee Zoom tool	Z	Z
Cycle through zoom tools: Marquee Zoom, Dynamic Zoom, Loupe	Shift+Z	Shift+Z
Temporarily select Dynamic Zoom tool (<i>when Marquee Zoom tool is selected</i>)	Shift	Shift
Temporarily zoom out (<i>when Marquee Zoom tool is selected</i>)	Ctrl	Option
Temporarily select Zoom In tool	Ctrl+spacebar	Spacebar+Command
Select Object tool	R	R
Object Data tool	O	O
Article tool	A	A
Crop tool	C	C
Link tool	L	L
TouchUp Text tool	T	T
Measuring tool	B	B

KEYBOARD SHORT CUTS

Keys for navigating a PDF

Result	Windows/UNIX Action	Mac OS Action
Previous screen	Page Up or Shift+Enter	Page Up or Shift+Return
Next screen	Page Down or Enter	Page Down or Return
First page	Home or Shift+Ctrl+Page Up or Shift+Ctrl+Up Arrow	Home or Shift+Command+Up Arrow
Last page	End or Shift+Ctrl+Page Down or Shift+Ctrl+Down Arrow	End or Shift+Command+Down Arrow
Previous page	Left Arrow or Ctrl+Page Up	Left Arrow or Command+Page Up
Next page	Right Arrow or Ctrl+Page Down	Right Arrow or Command+Page Down
Previous open document	Ctrl+F6 (UNIX)	Command+F6
Next open document	Shift+Ctrl+F6 (UNIX)	Shift+Command+F6
Scroll up	Up Arrow	Up Arrow
Scroll down	Down Arrow	Down Arrow
<i>Scroll (when Hand tool is selected)</i>	Spacebar	Spacebar
Zoom in	Ctrl+equal sign	Command+equal sign
Zoom out	Ctrl+hyphen	Command+hyphen