Introduction

Welcome to *How To Do Everything with Adobe Acrobat 6.0*. If you've used previous versions of Acrobat, you know that it's the premier solution for electronic publishing. You can use the Acrobat Distiller and Acrobat PDFMaker to publish documents as PDF (Portable Document Format) files that can be viewed by anyone with a copy of Acrobat, or the free Adobe 6.0 Reader installed on their computer. When you publish a PDF document, it retains the look and feel of the original document, which makes it possible for you to share information with others who have the Adobe Reader 6.0, without needing to invest in the software used to author the original document.

Adobe is distributing two versions of Acrobat 6.0: Standard and Professional. Owners of Acrobat Standard can use the software to create PDF documents from within authoring applications, and then enhance documents by including interactive objects such as navigation devices. Acrobat Standard has commenting tools that you use to annotate a document. Acrobat Professional has all of these features and more. With Acrobat Professional, you can create PDF documents from within Microsoft Visio and Project. Acrobat Professional users will also be able to create sophisticated PDF forms and add multimedia elements such as sound files, video files, and Flash SWF movies to their documents. Acrobat Professional owners will also be able to use Acrobat Catalog to create searchable indexes of PDF documents.

About this Book

You will find coverage of both Acrobat Standard and Acrobat Professional in this book. You can use this book as a standalone reference to understand and utilize the powerful features of both Acrobat versions.

This book is divided into five parts. The chapters in the first part of the book familiarize you with Acrobat and what you can do with it. The middle chapters show you how to create PDF documents and add interactivity to them. The final chapters show users of Acrobat Professional how to use the enhanced features of the software to create PDF forms, add multimedia elements to PDF files, as well as how to automate frequently performed tasks with batch processing. There are two appendixes as well that list the keyboard shortcuts to popular Acrobat commands and Acrobat Internet resources.

Part I: Welcome to Adobe Acrobat 6.0

In Part I, you'll get a general overview of Acrobat. You'll be introduced to the various tasks you can accomplish with Acrobat and gain a working knowledge of the Acrobat workspace. You'll learn how to use Acrobat to read and navigate PDF documents. You'll also find sections devoted to the new features in Acrobat.