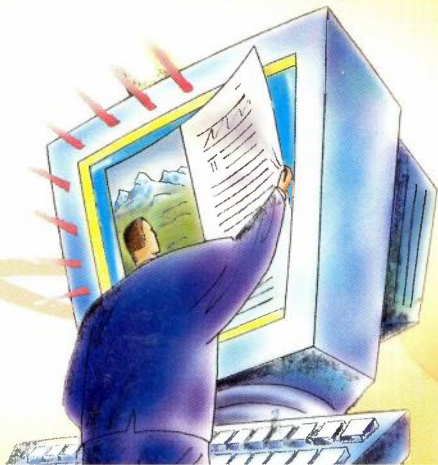




**M** | **W** | **U** | **D**  
Macintosh® | Windows® | UNIX® | DOS

Self-paced lessons that introduce the  
features of Acrobat Exchange™ 2.1

**Discovering**

Adobe™ **Acrobat™**

## *Discovering Adobe Acrobat*

Explore the *Discovering Adobe Acrobat* CD-ROM and realize all the benefits of paper without the chase. Discover the advantages of the Adobe Portable Document Format (PDF), using self-paced lessons for guidance.

PDF lets you manage documents electronically and distribute them across computer platforms. The lesson files make it easy for you to get acquainted with the power and possibilities of Acrobat software.

Instructions are provided for both Windows and Macintosh platforms. Use the files supplied and follow the easy, step-by-step instructions. Before you know it, you will be adept at using Adobe Acrobat Exchange software to navigate your information world.

You will

- Explore the Acrobat toolbar
- Experiment with views, navigation and the status bar
- Make and use bookmarks and hypertext links
- Create article threads and learn why this feature is vital to on-line viewing
- Create thumbnails
- Use the full-screen format, which showcases Acrobat Exchange as an ideal presentation platform
- Apply security to a PDF file
- Investigate two methods of converting your files to PDF: Acrobat PDF Writer and Distiller™
- Locate information in PDF files by keyword with Acrobat Search, a plug-in that searches through full-text indexes generated by Acrobat Catalog™ software
- See how to use the Notes feature to communicate and collaborate with team members

Pause within lessons to watch Adobe Teach™ movies and see how specific features are implemented. After practicing, you will bring all these elements together in the final lesson.

The *Discovering Adobe Acrobat* CD-ROM contains everything you need to get started with Adobe Acrobat software. Open Lesson 01 and begin your explorations.



## *Installing Acrobat Reader*

To install Acrobat Reader 2.1 for Macintosh or Windows, follow these steps:

### **Macintosh users**

Double-click the DAA disk icon. The DAA disk window opens. Double-click to open the READERS folder. Double-click to open the MACINTOSH folder. Within the MACINTOSH folder, double-click the ACROREAD.MAC icon.

### **Windows users**

From the Windows Program Manager, choose Run from the File menu. Type (YOUR CD-ROM DRIVE LETTER) : readers\windows\acroread.exe and press Enter.

- \* Acrobat Reader 2.1 lets you view, navigate and print the lesson files. You will need Acrobat Pro 2.0 or later software to complete all the lessons on this CD. Acrobat 2.0 or Acrobat Exchange 2.1 will allow you to complete all but one lesson on this CD.

## *Acrobat System Requirements*

### **Macintosh**

- Macintosh computer with 68020 or faster processor
- Apple® System Software version 7.0 or later
- 2 MB of application RAM for Acrobat Reader and Acrobat Exchange software
- 6 MB of application RAM for Acrobat Distiller software
- CD-ROM drive

### **Windows**

- 386- or 486-based personal computer (486 recommended)
- Microsoft® Windows 3.1 or greater
- 4 MB of RAM for Acrobat Reader and Acrobat Exchange software
- 8 MB of RAM for Acrobat Distiller software
- CD-ROM drive

### *This CD-ROM Includes:*

- Acrobat Reader 2.1 for Windows and Macintosh
- Adobe Garamond™ Regular and Italic and Berthold® Akzidenz Grotesk® Regular and Bold fonts for Windows and Macintosh
- Course curriculum and associated files
- Sample PDF files

You need Adobe Acrobat Pro 2.0 or later software to complete all the lessons on this CD. Acrobat 2.0 or Acrobat Exchange 2.1 will allow you to complete all but one lesson on this CD.



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