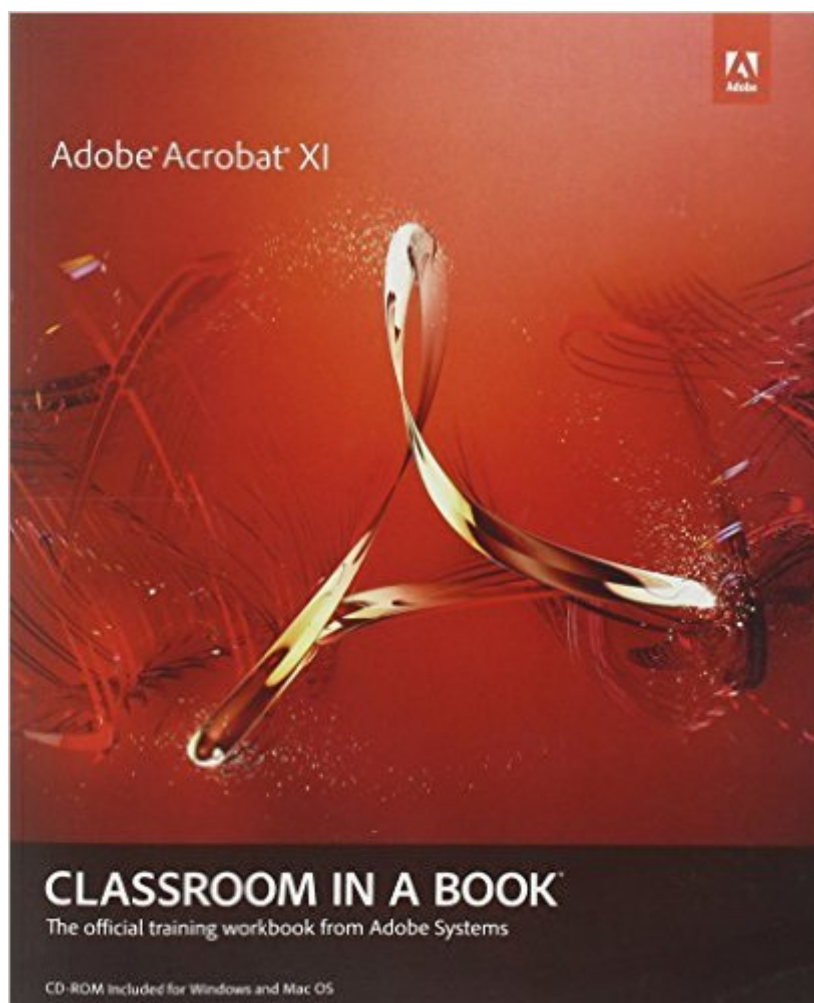


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# Adobe Acrobat XI Classroom In A Book



## Synopsis

Adobe Acrobat XI Classroom in a Book is the most thorough and comprehensive way for creative professionals and business users to learn how to reliably create, edit, and sign PDF documents and forms with Adobe Acrobat XI. Each chapter in this step-by-step, project-based guide contains a project that builds on your growing knowledge of the program, while end-of-chapter review questions reinforce each lesson. This cross-platform (Mac and Windows) book shows you how to collaborate effectively through electronic reviews, easily share your work across multiple platforms and devices, and speed up your production and business task workflow with Acrobat XI. In this new version you'll learn how to use an integrated Acrobat toolbar (for popular Microsoft and browser apps) so you can easily convert files to PDF and then learn how to directly edit text and images in your PDFs. You'll also learn how to build PDF or web forms with the new built-in Adobe FormsCentral desktop app. We'll show you how to speed up your business workflow by gathering feedback and approval via online document reviews. And you'll learn how to create interactive forms and track responses within Acrobat, how to add signatures and security to your PDF files, and much more.

## Book Information

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## Customer Reviews

We go back to Acrobat 2.0, which was released September 1994. At the time, talking to even huge media conglomerates into distributing beautifully designed content as a PDF was quite a battle.

What was then called Acrobat Reader (now Adobe Reader) was a free app. The idea of downloading an app, over dial-up modems, was a difficult sell, as well. The World Wide Web had only gone public a year and half previous of Acrobat 2.0. Acrobat 1.0, without the free Reader app, followed the web by just a month and a half. The concept of a Portable Document Format was ahead of its time. Yet, Adobe's Acrobat team is still innovating, to this day. The 2006 draft of the PDF specification became an official international standard at a time when Microsoft Word's doc file format did not gain that same level of worldwide acceptance. The PDF is not a hard sell anymore. It's the most established means by which documents are electronically shared and archived. To fully understand the Adobe Acrobat/Adobe Reader and the PDF format, there's a need to separate the apps from the format. Here's why: there was a time when Adobe owned the PDF marketplace. Once it became an international specification, it was quite literally free-game. Today there are apps which read PDFs all over the place. Most of them are not only quite inferior to Acrobat and Adobe Reader, but their security aspects are poor, as well. The Classroom in a Book (CIB) series is the gold standard for learning about Adobe apps. This is our 106th CIB. It's also studied by Adobe Community Professionals (ACPs), like ourselves, and used as the core teaching tools, by Adobe Certified Instructors (ACIs), to prepare trainees for the Adobe Certified Expert (ACE) and Adobe Certified Associate (ACA) exams.

I think this book is laid out well and has easy-to-follow instructions and screen shots. However, I think it is missing some very important Acrobat functionality, and by "missing" I mean completely absent -- not mentioned at all. Top of that list for me are: articles and destinations. Given a note here and there, but no real "instruction" (in other words, there is a note that says "you can do this, by the way" but there's no walk through) are topics which I think are very important, such as Bates numbering. Hyperlinks are brushed over, as is working with page numbering. (I'm only listing a few here that come to mind -- I just finished using this book for a 3-day class, and there were many times I had to explain something that wasn't in the book that I felt that my student would need to know for her job.) In contrast, on-line tools (Adobe Forms Central and other Adobe services) are given a lot of space -- more than I think is necessary, given that these tools (Forms Central for example) aren't really a part of Acrobat at all, but are separate. The book makes no mention of the restrictions that come with the online tool, that is, that as an Acrobat owner you get to sign up at Forms Central and you get 2 free forms and collect 50 responses; to publish forms with their service it's \$15/month on top of the month fee for Acrobat. Maybe because Adobe is changing their subscription rules all the time, they didn't want to commit the prices to print. Perhaps the focus on

the online "Adobe world" is because this book came from Adobe, and because of Adobe's general push to get everyone to use their subscription services, including version XI (which is only available for a monthly fee). In my opinion, the audience for this book is the average user, newcomer, or semi-pro.

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