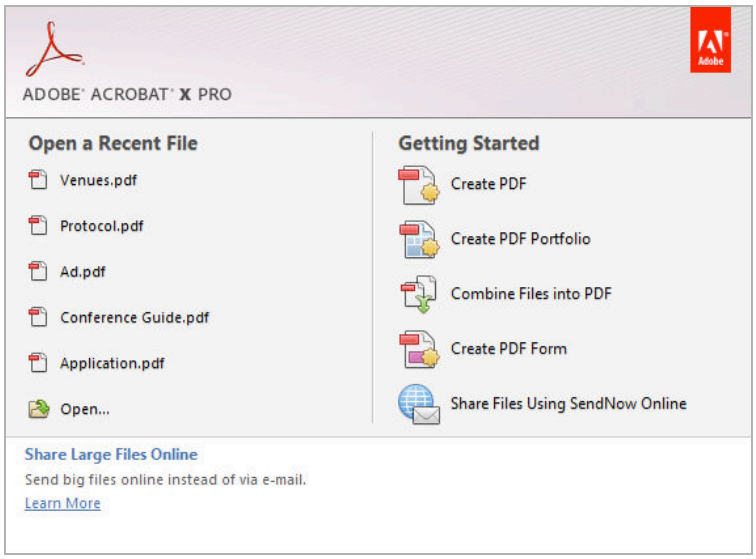
Explore Acrobat X

As with any application, you'll work more efficiently in Acrobat if you take the time to understand where tools are and how to access them.

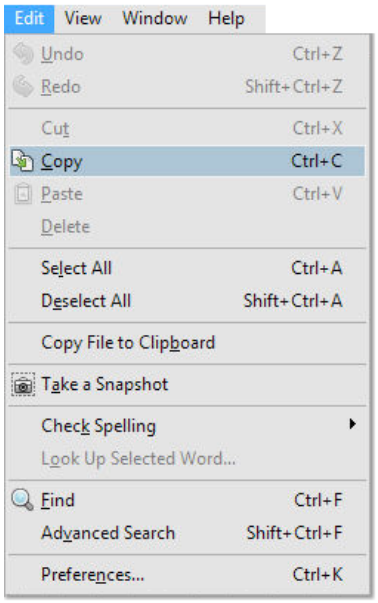
1. Open a PDF file.

To open a PDF file, choose File > Open, navigate to the file you want to open, and click Open. You can also click Open in the Acrobat Welcome screen, select the file, and click Open.



2. Take a look at the menus.

The menu bar is visible at the top of the work area. Click each of the menus to see the available commands. The File menu contains commands for opening and creating PDF files. The Edit menu contains commands for copying and searching PDF content, and for setting Acrobat preferences. The View and Window menus contain navigational commands.



3. Explore the toolbars.

Two toolbars appear at the top of the Acrobat application window. The Quick Tools toolbar contains tools that let you change content in a PDF file. The Common Tools toolbar contains tools for viewing and navigating PDF files. To select a tool, click its icon. To see the name or a description of a tool, hover the pointer over its button.

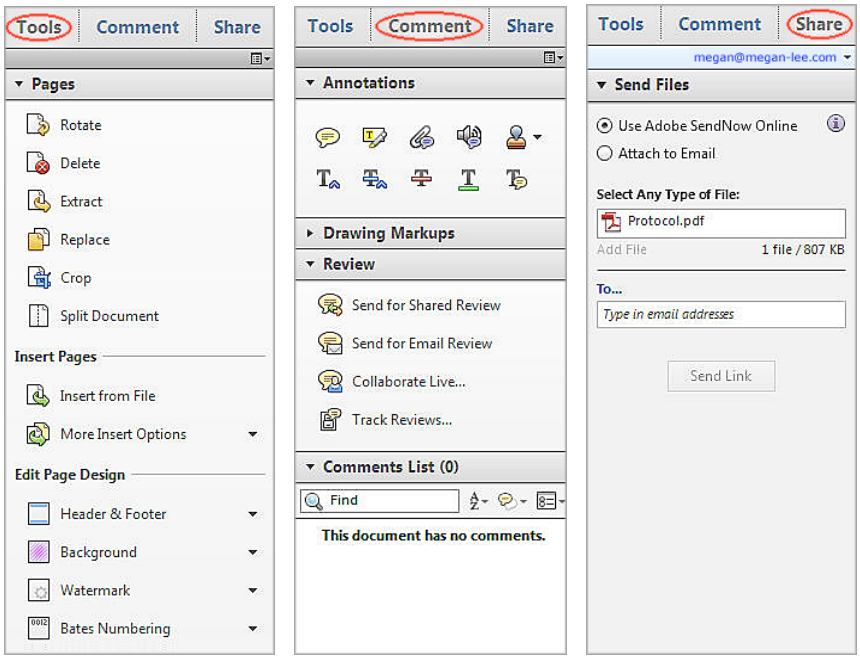
Quick Tools toolbar

Common Tools toolbar

Tip: You can customize the Quick Tools toolbar and the Common Tools toolbar. To add tools from the Tools or Comment panes to the Quick Tools toolbar, click the Customize Quick Tools button on the toolbar. To add navigational buttons to the Common Tools toolbar, choose View > Show/Hide > Toolbar items > [category] > [button].

4. Open the task panes.

On the right side of the window, there are three task pane buttons: Tools, Comment, and Share. To open a pane, click its name. The Tools pane displays panels with tools for tasks ranging from page manipulation to form creation and text recognition. Most of the tools you need in Acrobat are in the Tools pane. The Comment pane gives you access to tools you need in a review process. The Share pane makes it easy to share files on Acrobat.com, an online file-sharing service, or to send them as attachments.

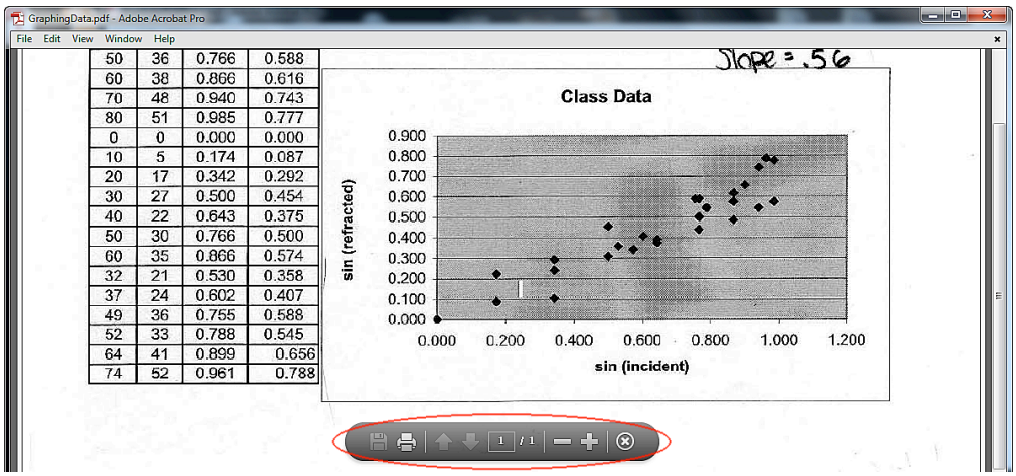


Tip: If you've used Acrobat 9 or earlier, you'll see that the Acrobat X user interface is different. Don't worry. The tools you rely on are displayed in panels instead of taskbars. Most of the taskbars in earlier versions map directly to panels in the Tools pane, and you'll find many of the Acrobat 9 menu commands there, too. The Comment taskbar maps to the Comment pane. The Collaborate taskbar maps to the Share pane. You'll find what you need if you remember to look in panels in the Tools pane first. Most tasks can be performed using an option in a panel in the Tools pane.

5. View the document in Read mode.

You can maximize the screen space available to a PDF document by viewing it in Read mode. Read mode hides all the elements of the work area except the document and the menu bar.

To enter Read mode, choose View > Read mode. When you move the pointer near the bottom of the window in Read mode, a semi-transparent floating toolbar appears briefly. Use the floating toolbar to zoom in and out or to move to different pages.



Use the floating toolbar to navigate a document in Read mode.

To restore the work area, click the Show Main Toolbar button in the floating toolbar, or choose View > Read Mode again.

By default, when you open a PDF file in a browser using Acrobat X, the PDF opens in Read mode.

Next Steps:

- Create a PDF document
- Scan documents into a PDF file
- Touch up content in a PDF file

Sign up for the Acrobat Tips and Tricks Newsletter.