ADOBE® ACROBAT® Easy Step-by Step Tutorials

Attached is a collection of brief tutorials that will help you discover the advantages of using Adobe Acrobat. These step–by–step instructions will quickly introduce you to new ways to save time and simplify complex projects.

What's Included

Six folders include step-by-step instructions for performing common tasks efficiently. Keep a copy of this PDF portfolio on your computer as an easy–to–use resource for learning new techniques.

Tutorials are grouped in the following categories:

- PDF documents – How to convert almost any kind of content into easy to share PDF files.
- PDF Portfolios – How to assemble multiple files into an organized PDF Portfolio.
- Collaboration – How to streamline document review and approval processes.
- Security – How to protect sensitive information.
- Forms – How to create, distribute, and track PDF fillable forms.
- Export – How to export content from a PDF file into Microsoft Word and Excel.

Enjoy learning how to use Acrobat in new ways!

Adobe