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Autor: Adobe Creative Team

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No Acrobat user can afford to miss a beat in his or her production and business task workflow--which makes mastering new versions of key tools like Acrobat a problem. Realizing that the users Acrobat 8 is designed for--creative professionals, business users, and technical and engineering professionals --aren't going to interrupt their work schedules to take a class in the software, Adobe has brought the classroom to them in this handy, comprehensive book. Through a series of self-paced lessons (each of which builds on the last and includes hands-on projects that the reader can create using the files on the CD-ROM), this guide acquaints users with all of Acrobat 8's regular and industrial-strength features for creating, reviewing, editing, commenting on, restructuring, and preflighting PDF files, as well as new features in Acrobat 8: securing private information with new redaction tools; creating dynamic and interactive forms; saving PDF files as Word documents; automatically archiving your Outlook emails to PDF; using newly enhanced reviewing and sharing options, and more. Professional tips and techniques are scattered throughout.