

Getting Started

Welcome to the Adobe® Acrobat® application—the essential tool for universal document exchange. You can use Acrobat to publish virtually any document in Portable Document Format (PDF). Documents in PDF preserve the exact look and content of the originals, complete with fonts and graphics. Distribute your document by e-mail or store it on the World Wide Web, an intranet, a file system, or a CD. Other users can view your work on the Microsoft® Windows®, Mac® OS, and UNIX® platforms. A variety of tools and features let you add interactive elements to your document, from custom hyperlinks and media clips, to form fields and buttons. Also use Acrobat to create a searchable electronic library of files, and place security locks on sensitive files.

About Classroom in a Book

Adobe Acrobat 4.0 Classroom in a Book® is part of the official training series for Adobe graphics and publishing software developed by experts at Adobe Systems. The lessons are designed to help you learn at your own pace. If you're new to Adobe Acrobat, you'll understand the fundamental concepts and features you'll need to master the program. If you've been using Acrobat for a while, you'll find Classroom in a Book teaches many advanced features, including tips and techniques for using this latest version.

Although each lesson provides step-by-step instructions for creating a specific project, there's room for exploration and experimentation. You can follow the book from start to finish, or do only the lessons that correspond to your interests and needs. Each lesson concludes with a review section summarizing what you've covered.

Prerequisites

Before beginning to use *Adobe Acrobat 4.0 Classroom in a Book*, you should have a working knowledge of your computer and its operating system. Make sure you know how to use the mouse and standard menus and commands and also how to open, save, and close files. If you need to review these techniques, see the printed or online documentation included with your system. You must also have the Adobe Acrobat 4.0 application installed on your computer. Acrobat 4.0 is not included in this package. To read Web-based documents, you need a browser compatible with Netscape® Navigator® 3.0 or later, or one compatible with Internet Explorer® 3.0 or later.

Checking system requirements

Before you begin using *Adobe Acrobat 4.0 Classroom in a Book*, make sure that your system is set up correctly. To use Adobe Acrobat, you need the following hardware and software:

Windows

- An Intel® i486™ or Pentium® processor-based personal computer (Pentium recommended).
- Microsoft Windows 95, Windows 98, or Windows NT® 4.0 with Service Pack 3.
- 16 MB of RAM for Acrobat on Windows 95 and Windows 98, 24 MB of RAM for Acrobat on Windows NT (32 MB recommended).
- 16 MB of RAM for Acrobat Reader®.
- 32 MB of RAM for the Paper Capture plug-in (64 MB recommended).
- A hard drive with at least 80 MB of available space.
- A CD-ROM drive.

Mac OS

- An Apple Power Macintosh® computer.
- Apple System Software version 7.5.3 or later for Acrobat. (Version 8.6 or later is required for Web Capture.)
- Apple System Software version 7.1.2 or later for Acrobat Reader.
- 6 MB of RAM for Acrobat (12 MB recommended).
- 16 MB of RAM for Distiller® or the Paper Capture plug-in (32 MB recommended).
- A hard drive with at least 80 MB of available space.

- A CD-ROM drive.


Playing movies and sounds

If you're using Acrobat on a Windows or Macintosh system, you can play movies and sounds that have been added to a PDF document. To play movies or sounds, you need the following hardware and software:

- In Windows you need to have the appropriate sound and video boards installed in your computer, and Apple QuickTime® 2.0 or later software.
- On the Macintosh you need Apple QuickTime 2.0 or later.

QuickTime software is included as an installation option in the Acrobat 4.0 installer.

More RAM, faster processors, and large, fast hard drives will improve Acrobat's performance. For the latest system requirements, see the ReadMe file in the Adobe Acrobat 4.0 folder.

 For information on technical support and troubleshooting, see the Troubleshooting appendix in the online Adobe Acrobat User Guide.

Installing the program

You must purchase the Adobe Acrobat software separately. For complete instructions on installing the software, see the Introduction to the *Adobe Acrobat 4.0 User Guide*. Be sure to follow the instructions for installing ATM®/fonts and other software as described for your platform.

Install the Classroom in a Book fonts

To ensure that the lesson files appear on your system with the correct fonts, you may need to install the Classroom in a Book font files. The lessons use Myriad® Condensed Semi-bold, and Adobe Garamond®. These fonts are located in the Fonts folder on the Acrobat Classroom in a Book CD. If you already have these on your system, you do not need to install them. If you have ATM, see its documentation on how to install fonts. If you do not have ATM, installing it from the CIB CD will automatically install the necessary fonts.

Copying the Classroom in a Book files

The Classroom in a Book CD includes folders containing all the electronic files for the lessons. Each lesson has its own folder, and you must copy the folders to your hard drive to do the lessons. To save room on your drive, you can install only the necessary folder for each lesson as you need it, and remove it when you're done.

To install the Classroom in a Book files for Windows:

- 1 Insert the Adobe Acrobat Classroom in a Book CD into your CD-ROM drive.
- 2 Create a subdirectory/folder on your hard drive and name it **AA4_CIB**.
- 3 Do one of the following:
 - Drag the Lessons folder from the CD into the AA4_CIB folder.
 - Copy only the single lesson folder you need.

To install the Classroom in a Book folders for Mac OS:

- 1 Insert the Adobe Acrobat Classroom in a Book CD into your CD-ROM drive.
- 2 Create a folder on your hard drive and name it **AA4_CIB**.
- 3 Do one of the following:
 - Drag the Lessons folder from the CD into the AA4_CIB folder.
 - Copy only the single lesson folder you need.

Additional resources

Adobe Acrobat 4.0 Classroom in a Book is not meant to replace documentation provided with the program. Only the commands and options used in the lessons are explained in this book. For comprehensive information about program features, refer to these resources:

- The online User Guide included with the Adobe Acrobat software. This guide contains a complete description of all features.
- The Adobe Web site, which you can view by choosing File > Adobe Online if you have a connection to the World Wide Web.

Adobe certification

The Adobe Training and Certification Programs are designed to help Adobe customers improve and promote their product proficiency skills. The Adobe Certified Expert (ACE) program is designed to recognize the high-level skills of expert users. Adobe Certified Training Providers (ACTP) use only Adobe Certified Experts to teach Adobe software classes. Available in either ACTP classrooms or on site, the ACE program is the best way to master Adobe products. For Adobe Certified Training Programs information, visit the Partnering with Adobe website at partners.adobe.com.