Getting the Most Out of This Book

Welcome to *The Ultimate Guide to Adobe Acrobat DC*, your guide to getting the most out of Adobe Acrobat DC, an essential software program for most law offices and all other types of businesses. Unlike other books about Acrobat (we focus only on Adobe Acrobat Standard and Professional, *not* the free Reader), *The Ultimate Guide to Adobe Acrobat DC* discusses the features that law offices and businesses use and explains what the features are, why they are important, and how to use them.

The book includes step-by-step instructions and screenshots, showing how to use Acrobat. As a result, there are many ways to use this book. You can read it from cover to cover and learn just about everything you will need in your day-to-day office practice. Or, you can use the book as a handy reference, looking up features as you need them. We suggest that, as a start, you use a hybrid approach.

First, we suggest reviewing the Table of Contents and the Index to get an overview of all topics covered in the book. Second, look at the sections that most interest you so you can put the information to immediate use. Finally, you can go back to the other sections as you need them, to increase your knowledge of Acrobat incrementally.

By using this approach, you will reinforce your knowledge of the program by using it.

Conventions in This Book

In order to help you get the most from Acrobat, we use certain conventions throughout the book:

- We are using Adobe Acrobat DC Professional Edition for Windows: All of the screenshots and directions in this book use the latest version of Adobe Acrobat DC Professional Edition. While most of the features are available in both the Standard and Professional versions of the software, we will specify any features available only in the Professional edition. We recognize that some lawyers use Macs in their practices; however, because a survey conducted by the Legal Technology Resource Center showed that only 8 percent of lawyers use Macs, we limit our screenshots to the Windows version of the program.
- Most of the commands we demonstrate are available in earlier versions: Although we use Acrobat DC, virtually every feature we demonstrate exists in earlier versions of Acrobat, with most of the legal-specific features

available in the Professional editions since version 8. The features are often in different locations because of the dramatic change in the interface between Acrobat XI and Acrobat DC.

- Although we display commands and screenshots from the Windows version of Acrobat Professional DC, the primary difference between the programs is that the Mac version uses the Command (?) key instead of the Control key.
- Toolbar commands are displayed with the ">" symbol: Commands are shown based on the menu and then submenu. For example, to access your preferences, the command will display as Edit>Preferences; the Save As command will display as File>Save As.
- Keystroke commands are displayed with a "+" sign: For example, to access your preferences, the command will display as Ctrl+K; the Save As command will display as Ctrl+Shift+S.