

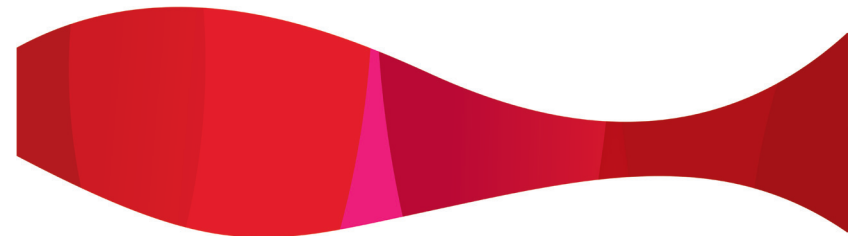
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Top Ten Tips

COLLABORATE AND SHARE CONTENT REAL-TIME

You can upload and share different file types on Acrobat.com, not just PDF files. Acrobat uploads the files and emails your recipients with a link to the files.

You can use Collaborate Live to review a PDF with one or more remote users in an online session.

- Select File > Collaborate, and explore the various options.

ADD MULTIMEDIA TO PDFs

Convert your PDF into a multidimensional communication tool by adding videos, sound, and interactive content.

- Open the PDF.
- Select Tools > Multimedia, and select the Flash Tool, Sound Tool, or Video Tool.

ADD COMMENTS TO VIDEOS

While viewing a video, you can add comments to individual frames.

With the video open, choose Comments > Show Comment & Markup Toolbar.

PRINT A COMMENTS SUMMARY

You can summarize and print comments associated with a PDF.

- Open the PDF that contains comments.
- Select Comments > Print With Comments Summary.

SEARCH ACROSS MULTIPLE PDFs

Search across multiple PDF files in the same folder to help you quickly find the information you need.

REDUCE DOCUMENT SIZE

When sending a large document over email, you can choose to reduce the file size.

- Open a single PDF, or select one or more PDFs in a PDF Portfolio.
- Select Document > Reduce File Size.

COMPARE PDF DOCUMENTS

Acrobat automatically highlights the differences between two versions of a PDF document, including text and images, so you can quickly and easily identify what has changed.

- Select Document > Compare Documents.

CONVERT WEBPAGES TO PDF

Convert complete web pages or just the portions you want, including or excluding rich and interactive media. PDF versions of web pages are easy to print, archive, mark up, and share.

SET PASSWORDS AND PERMISSIONS

You can limit access to a PDF by setting passwords and by restricting certain features, such as printing and editing.

- Open the PDF.
- Select File > Properties > Security tab, and explore the various security options

CREATE A PDF PORTFOLIO

Combine documents, drawings, email, and spreadsheets into a single, compressed PDF Portfolio.

Create a PDF Portfolio by using the File > Create PDF Portfolio command.