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DEMO VERSION (LIMITED CONTENT)

Questions & Answers

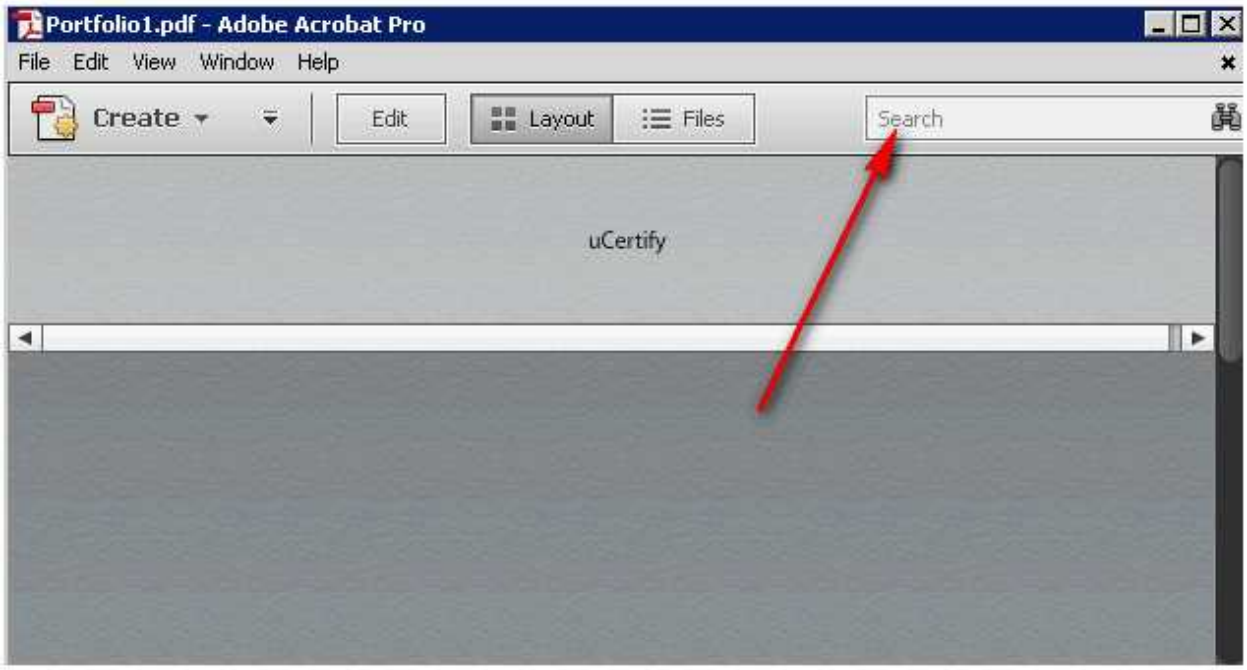
Question: 1

You want to search a text in a PDF Portfolio. Which of the following steps will you take to accomplish the task?

A. Go to File menu, click the Search option, and write the text to be searched in the dialog box.
B. Type the search text in the Window menu on the Edit toolbar.
C. Type the search text in the Search box on the PDF Portfolio toolbar.
D. Go to View menu, click the Search option, and write the text to be searched in the dialog box.

Answer: C

Explanation:
In a PDF Portfolio, component PDF files as well as several other file types can be searched. Windows users can search Microsoft Office documents (such as .doc, .xls, and .ppt), AutoCAD drawing file formats (.dwg and .dwf), HTML files, and Rich Text Format (.rtf) files. Mac OS users can search Microsoft Word (.doc), HTML, and .rtf files. Take the following steps to search a PDF Portfolio:
1. Open the PDF Portfolio in Acrobat on your desktop.
2. Type the search text in the Search box on the PDF Portfolio toolbar.



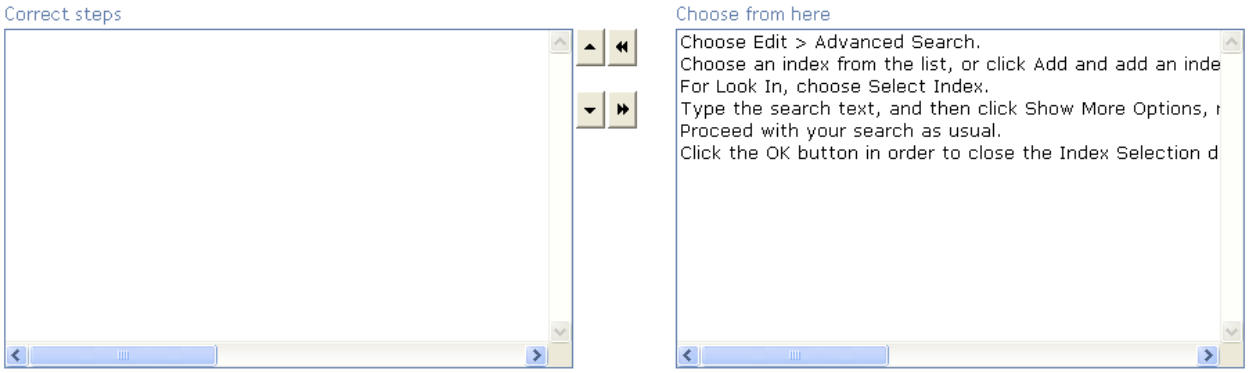
3. In order to specify additional search criteria, open the pop-up menu and specify the options.



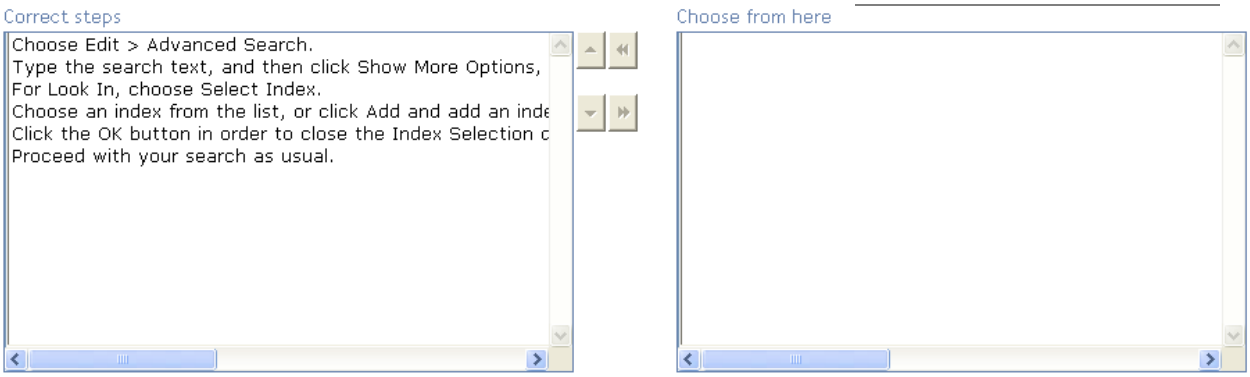
Answer options D, A, and B are incorrect. These options will not help in accomplishing the task.

Question: 2

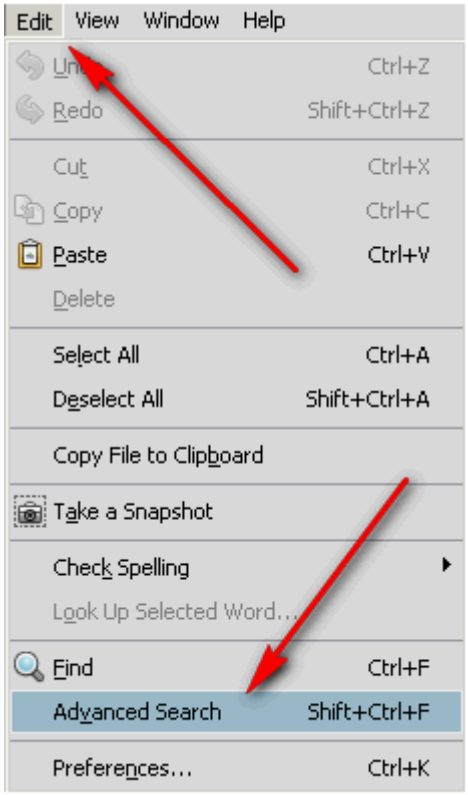
Choose and reorder the steps to search index files of cataloged PDFs.



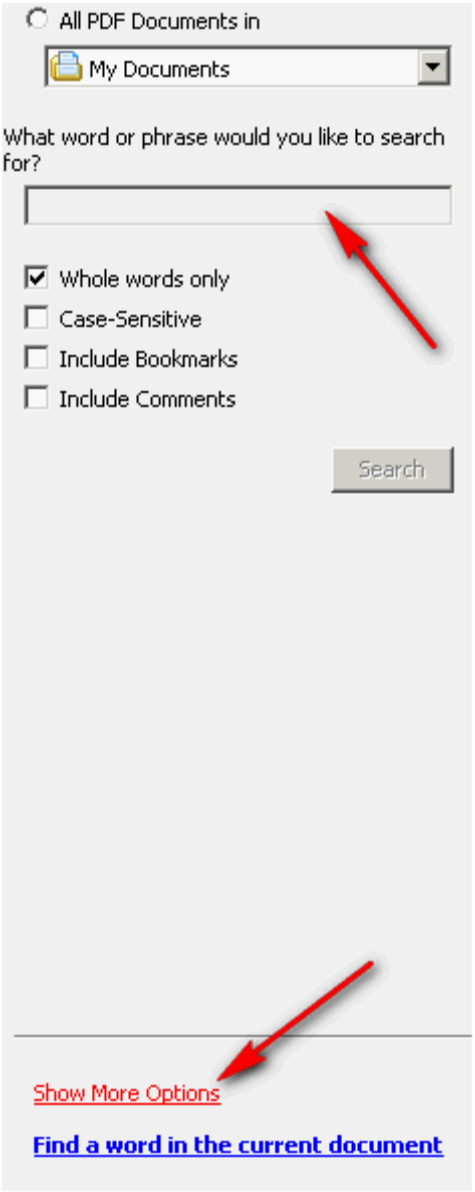
Answer:



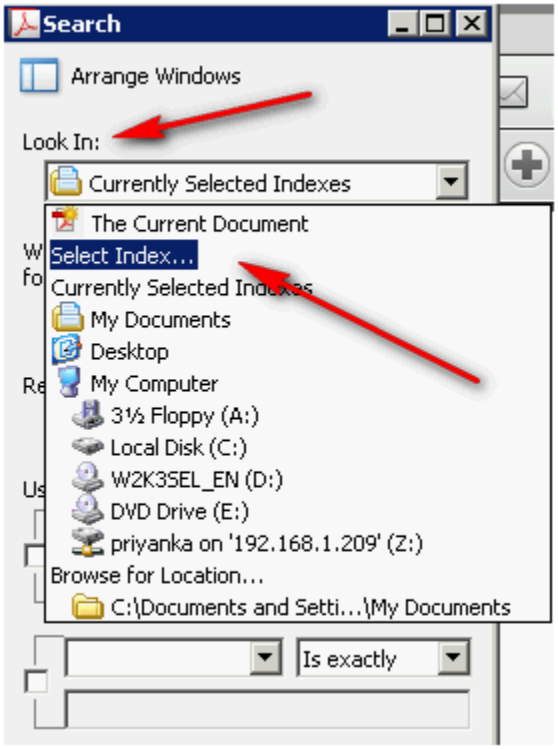
Explanation:
Take the following steps to search index files of catalogued PDFs:
1. Choose Edit > Advanced Search.



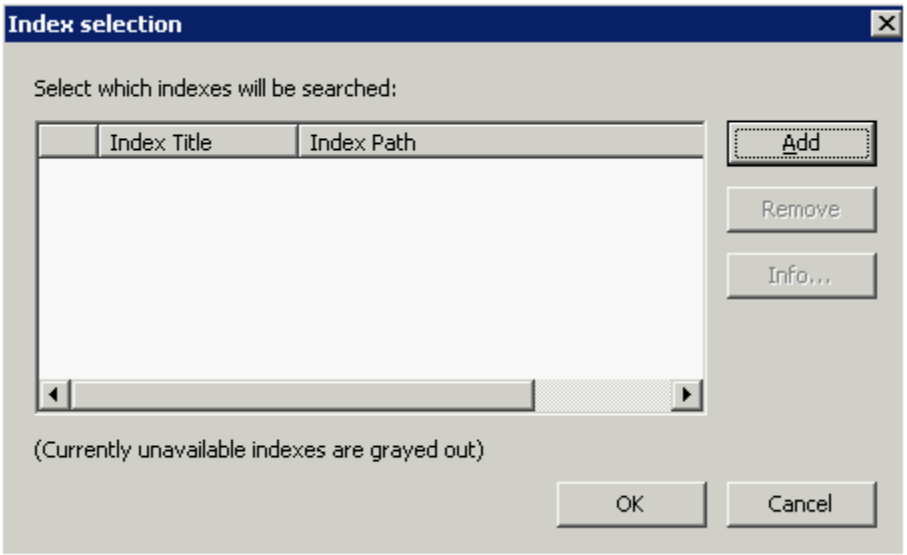
2. Type the search text, and then click Show More Options near the bottom of the Search window.



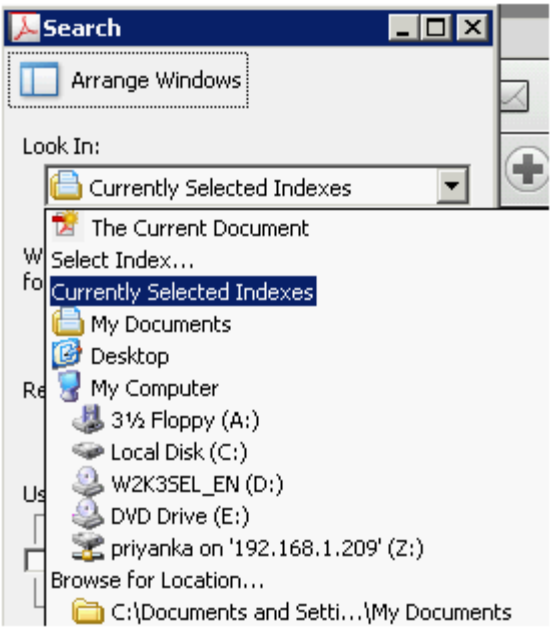
3. For Look In, choose Select Index.



4. Choose an index from the list, or click Add and add an index. Repeat as required.



5.Click the OK button in order to close the Index Selection dialog box, and then choose Currently Selected Indexes from the Look In menu.



6. Proceed with your search as usual.

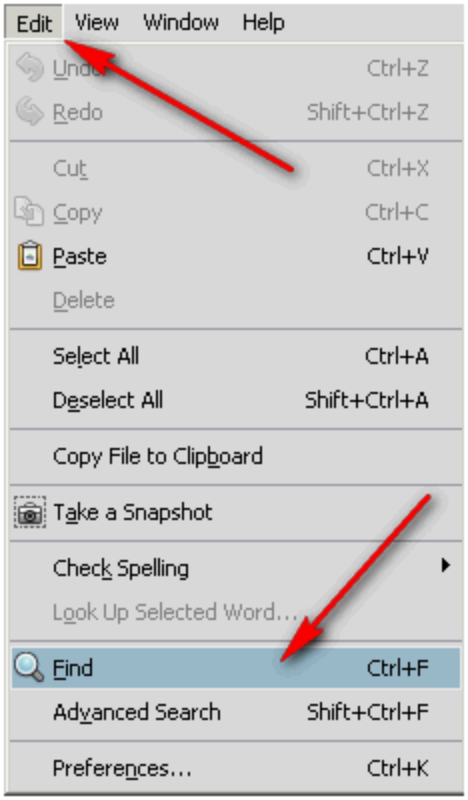
Question: 3

In how many ways can you find text in a PDF?
Each correct answer represents a complete solution. Choose all that apply.

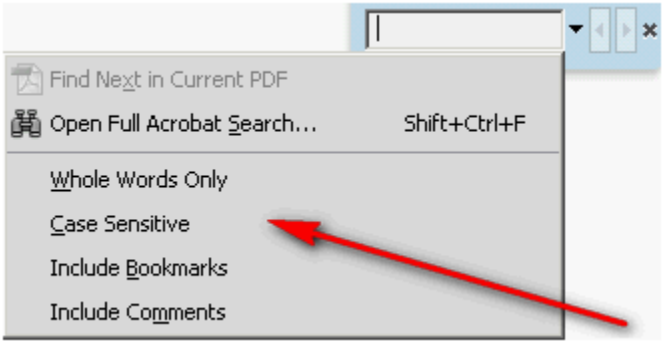
A. Include Comments
B. Include Preview
C. Case-Sensitive
D. Whole Words Only
E. Include Bookmarks

Answer: D, C, E, and A

Explanation:
Take the following steps to find text in a PDF.
1. Go to Edit > Find. Now type the text you want to search for in the text box on the Find toolbar.



2.Click the arrow next to the text box and select one or more of the following:
Whole Words Only: It finds only occurrences of the complete word you type in the text box.
Case-Sensitive: It finds only occurrences of the words that match the capitalization you type.
Include Bookmarks: It also searches the text in the Bookmarks panel.
Include Comments: It also searches the text of any comments.



3.Press Enter. Acrobat jumps to the first instance of the search term, which appears highlighted.
4.Press Enter repeatedly to go to the next instances of the search term. The Find Previous and Find Next buttons can be used alternatively on the Find window.

Question: 4

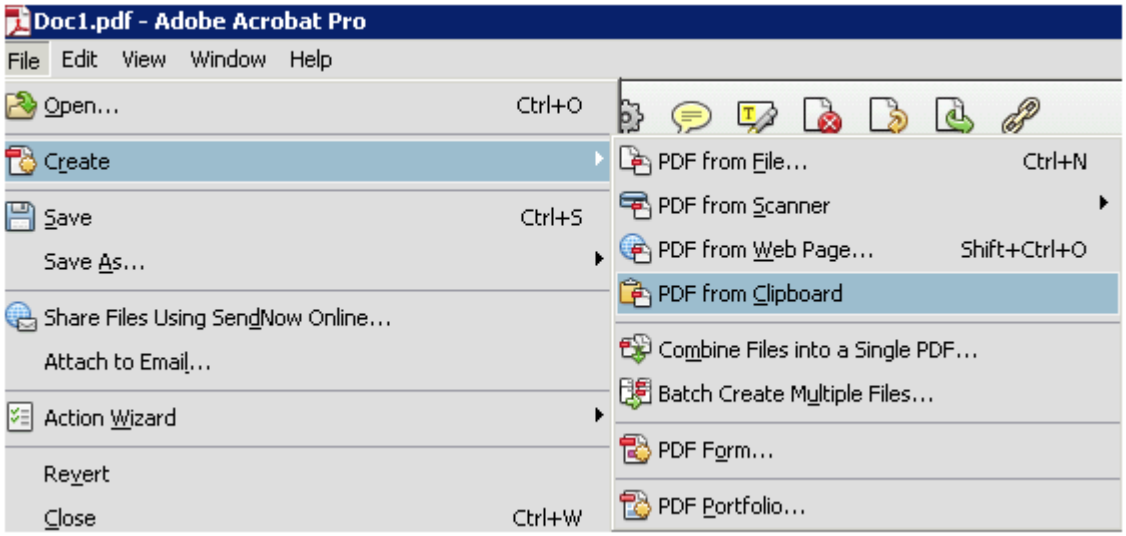
You are working on a PDF document. You want to create a PDF from the content copied into the clipboard. Which of the following steps will you take to accomplish the task?

A. Click the File menu > Create > PDF from Scanner.

B. Click the File menu > Create > PDF from Web page.
C. Click the File menu > Create > PDF from Clipboard.
D. Click the File menu > Create > PDF from Content.

Answer: C

Explanation:
In order to create a PDF from the content copied into the clipboard, click the File menu > Create > PDF from Clipboard.



Answer option A is incorrect. In order to scan a paper form directly into Acrobat, click the File menu > Create > PDF from Scanner.
Answer option B is incorrect. This option creates a PDF directly from the specified Web pages.
Answer option D is incorrect. This is not a valid option.

Question: 5

Which of the following are the delivery options for sharing files using Adobe SendNow Online? Each correct answer represents a complete solution. Choose all that apply.

A. Set Delivery Receipts
B. Limit Download To nn Days
C. Get Delivery Receipts
D. Require Sign In To Access Files

Answer: D, C, and B

Explanation:
Following are the delivery options for sharing files using Adobe SendNow Online:
Require Sign In To Access Files: In order to access and download the files, recipients are required to sign in to SendNow with their Adobe ID and password.
Get Delivery Receipts: This option provides email notification each time a recipient downloads a file you have sent.

Limit Download To nn Days: This option enters the number of days the file is available for download.
Answer option A is incorrect. This is not a delivery option.

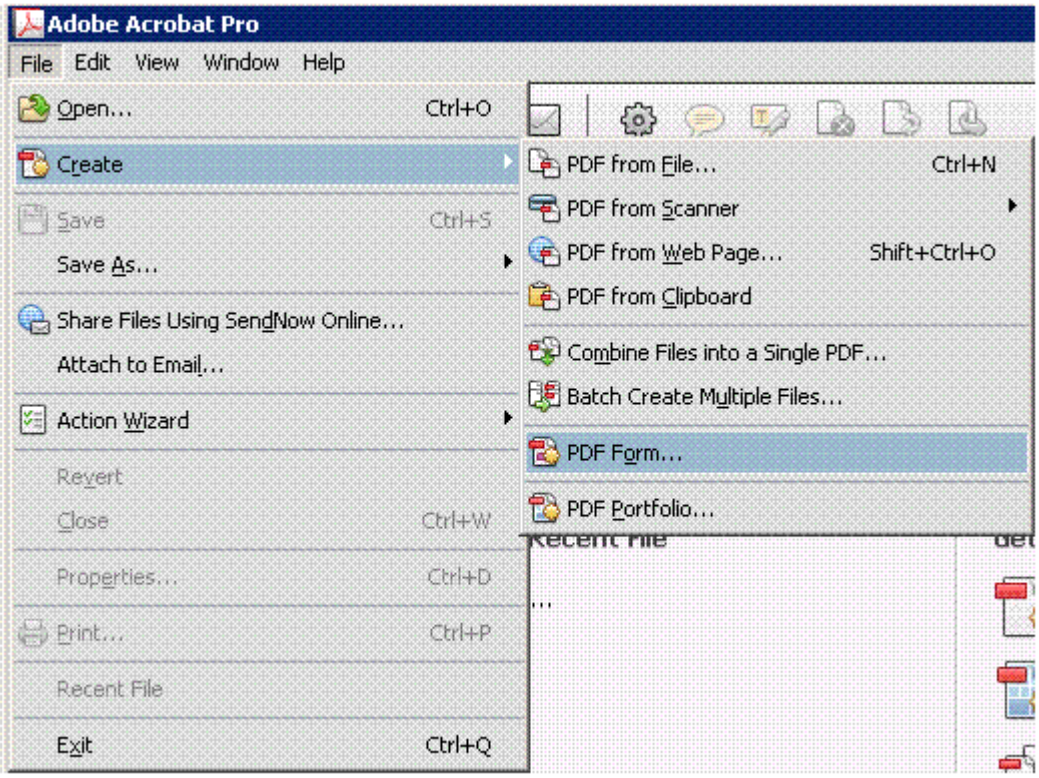
Question: 6

You have been assigned the task of creating a form and converting an existing electronic document to a PDF form. What action will you perform to accomplish the task?

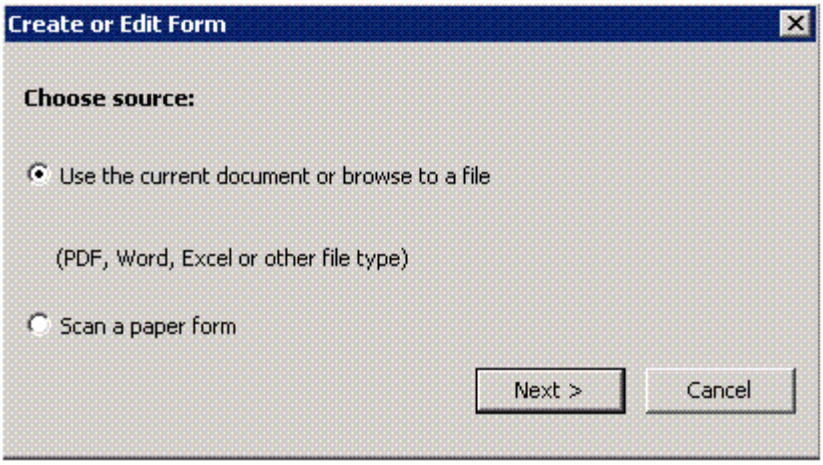
A. Select the Scan a paper form option.
B. Select the Use the Current Document or Browse to a file option.
C. Select the Create PDF Portfolio option.
D. Select the Combine Files into PDF option.

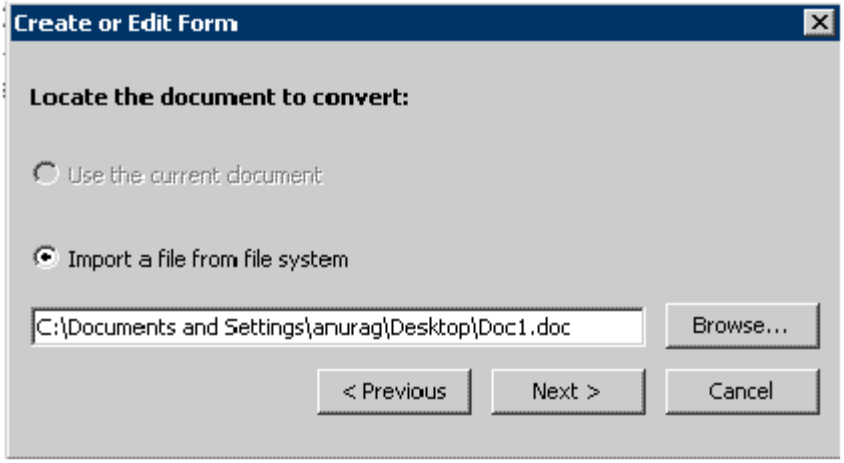
Answer: B

Explanation:
Take the following steps to create a form from an existing electronic document (for example, a Word, PDF, or Excel document) or scan a paper form into a PDF form:
Choose File > Create > PDF Form.

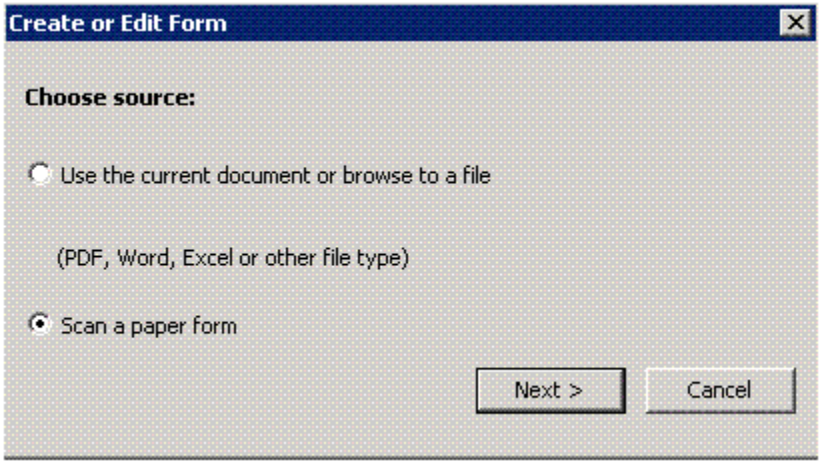


Perform one of the following steps:
In order to convert an existing electronic document (for example, Word or, PDF) to a PDF form, select Use The Current Document or Browse to a file.





In order to scan a paper form and convert it to a PDF form, select Scan a Paper Form.



Acrobat creates the form and opens it in form edit mode. The Forms task pane displays the options that are required for editing the form.
Answer option A is incorrect. This option is selected when you are asked to scan a paper form and convert it to a PDF form.
Answer options D and C are incorrect. These options are not used for accomplishing the above task.

Question: 7

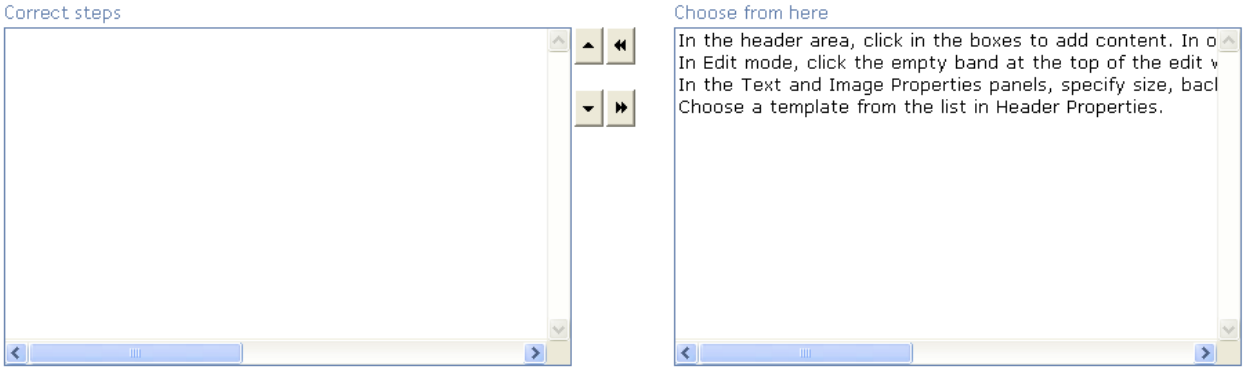
Fill in the blank with the appropriate term.
An_____wizard is a defined series of commands with specific settings and in a specific order that a user applies in a single step.

Answer:
actionwizard

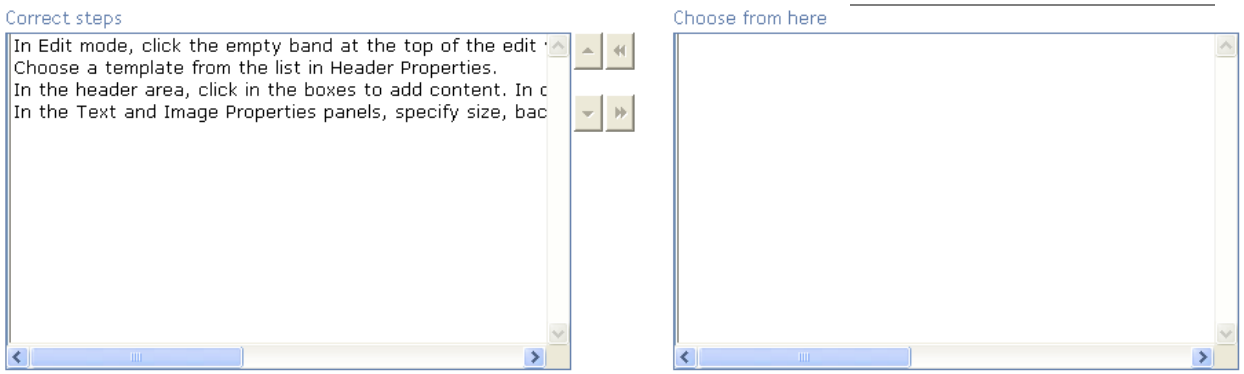
Explanation: An action wizard is a defined series of commands with specific settings and in a specific order that a user applies in a single step. By using an action wizard, one or more routine sets of commands are applied to files, saving time and keystrokes. A user can apply an action to a single document, to several documents, or to an entire collection of documents. A user can even scan documents and merge several documents into a single PDF before running an action.
Acrobat helps in providing some predefined action wizards. Users can also create their own actions and can access and manage the actions by choosing
File > Action Wizard.

Question: 8

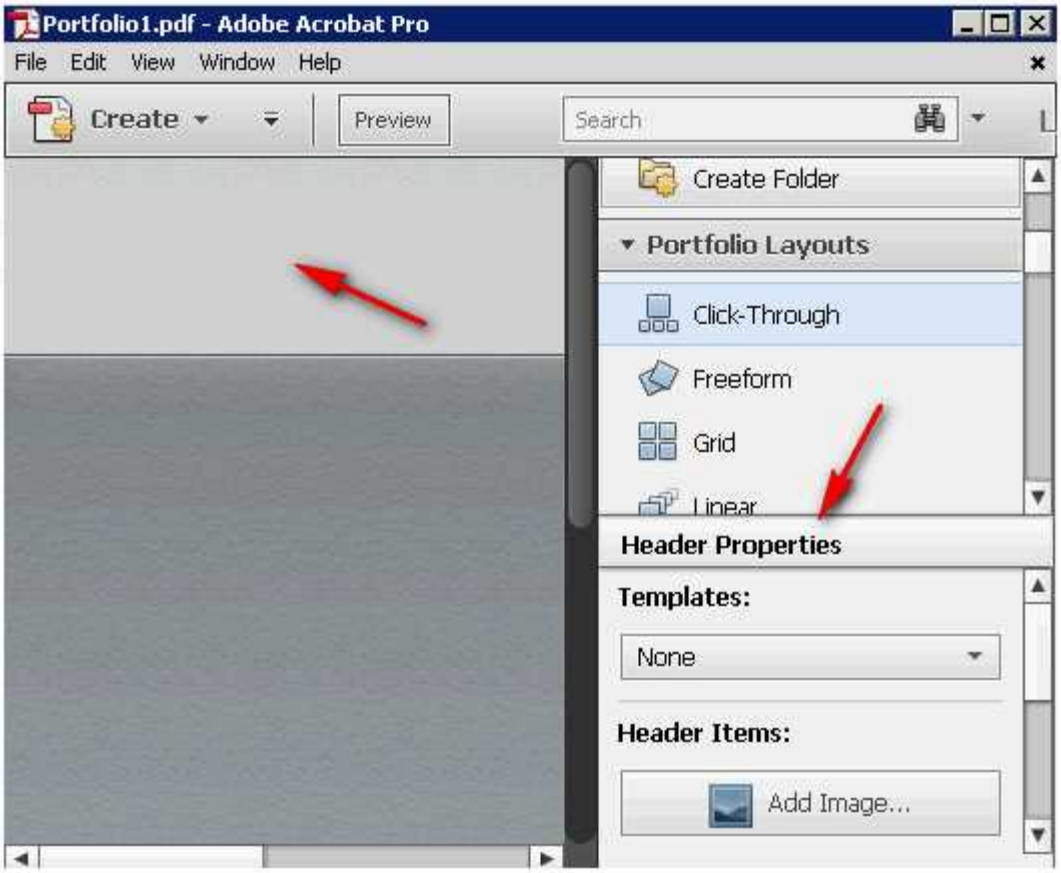
Choose and reorder the steps to add a header to a PDF Portfolio.



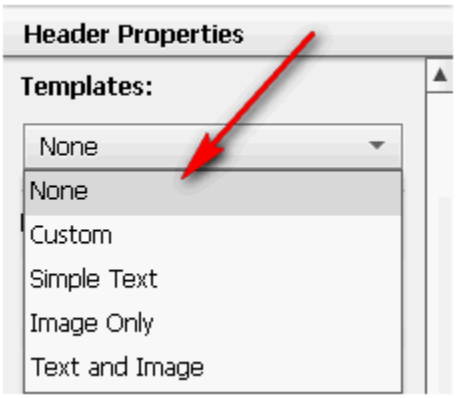
Answer:



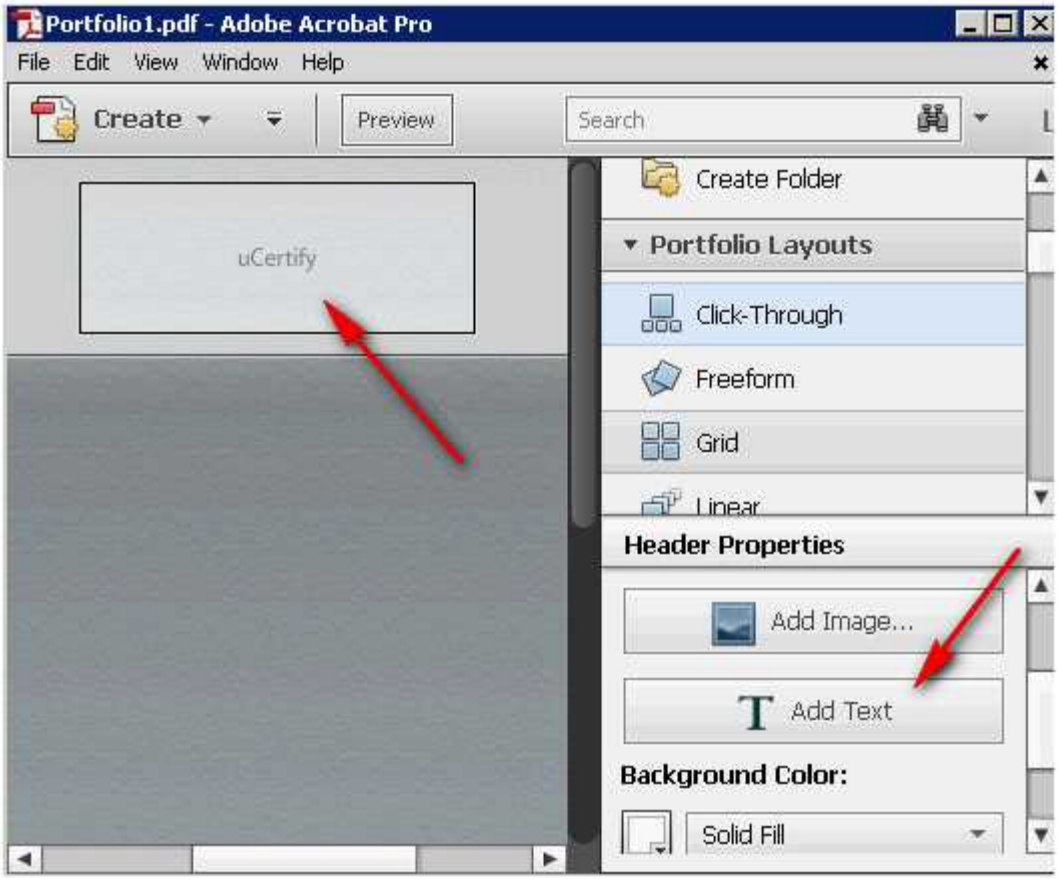
Explanation:
The header appears at the top of the layout. It contains important information such as a logo, company name, and contact information. Take the following steps to add a header:
1.In Edit mode, click the empty band at the top of the edit window. The Header Properties panel appears near the bottom of the Layout pane.



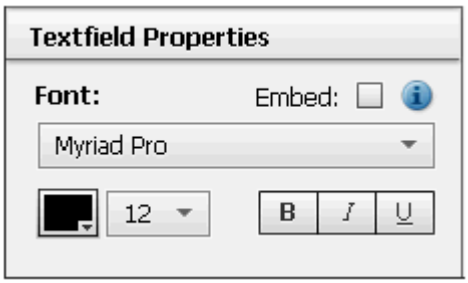
2.Choose a template from the list in Header Properties.



3.In the header area, click in the boxes to add content. In order to add text, double-click to show the insertion point.



4.In the Text and Image Properties panels, specify size, background color, font, and other properties.



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