

## QuickTime Videos on this CD

These QuickTime movies were created with Snapz-Pro2. The sound was recorded with Sound Companion 2 and added to the video with Apple's MoviePlayer Pro. Click on the movie title to play.

1. **acro-annotate1.mov** – An introduction to the basic annotation tools in Adobe Acrobat 4.0
2. **acro-annotate2.mov** – An introduction to other markup tools and summarize annotations in Adobe Acrobat 4.0
3. **acro-bookmarks.mov** – How to create bookmarks and nested bookmarks in Adobe Acrobat 4.0
4. **acro-docmenu.mov** – Features in the Document Menu in Adobe Acrobat 4.0, including insert/delete/replace pages
5. **acro-links.mov** – How to create hyperlinks in Adobe Acrobat 4.0
6. **acro-openwebpage.mov** – How to open a web page in Adobe Acrobat 4.0, and download linked pages
7. **acro-playmovie.mov** – How to link a QuickTime movie into an Adobe Acrobat 4.0 file.
8. **acro-security.mov** – How to set security to restrict use of an Adobe Acrobat 4.0 file.
9. **acro-sound.mov** – How to embed sound into an Adobe Acrobat file
10. **acro-textcrop.mov** – How to use the Touch-up Text tool and how to crop pages in Adobe Acrobat 4.0
11. **acro-thumbnailedit.mov** – How to edit pages using the Thumbnails in Adobe Acrobat 4.0
12. **acro-thumbnails.mov** – Create Thumbnails, set Document Info ->Open, and copy pages using Thumbnails in Adobe Acrobat 4.0
13. **acro-worddistiller.mov** – Using the Adobe Acrobat Distiller to create a PDF file from a Microsoft Word document.

14. **acro-wordpdfwriter.mov** – Using the PDF Writer to create a PDF file from a Microsoft Word document.
15. **ppt-create.mov** – Create a Microsoft PowerPoint (2001) presentation using the Outline Window
16. **ppt-design.mov** – Apply a design template to a Microsoft PowerPoint (2001) document.
17. **ppt-distiller.mov** – Convert a Microsoft PowerPoint (2001) document to Portable Document Format (PDF) using the Adobe Acrobat 4.0 Distiller
18. **ppt-hyperlinks.mov** - Creating Hyperlinks in Microsoft PowerPoint (2001)
19. **ppt-jpg.mov** – Converting Microsoft PowerPoint (2001) slides to individual JPEG files, and then converting those files to PDF with Adobe Acrobat 4.0
20. **ppt-pdfwriter.mov** – Converting a Microsoft PowerPoint (2001) slide show to Portable Document Format using the Adobe PDFWriter
21. **word-links.mov** – How to create Hyperlinks in Microsoft Word (2001)
22. **word-outline.mov** – How to use Outlining and the Document Map in Microsoft Word (2001)
23. **word-pagebreaks.mov** – An overview of the Document Map and how to create page breaks in Microsoft Word (2001)
24. **word-stylesheets.mov** – How to use Style Sheets in Microsoft Word (2001) to change formats throughout a document.

## **Additional QuickTime Videos for Windows platform on this CD**

These QuickTime movies were created with Camtasia. The sound was recorded with Dub-It. Click on the movie title to play.

25. **1outlinedocmap.mov** - How to use Outlining and the Document Map in Microsoft Word (97)
26. **2styleinsertpagebr.mov** – How to use the Style Sheets to insert page breaks for all Heading 1 paragraphs in Microsoft Word (97).
27. **3reflectionstmts.mov** – Create space in the portfolio to record reflections based on the questions: What? So What? Now What?
28. **4excelartifactslist.mov** – Use Excel to create a list of artifacts, with links and indications of which standard they address.
29. **5wordhyperlinks.mov** - How to create Hyperlinks in Microsoft Word (97)
30. **6WordTableofContents.mov** – How to create a Table of Contents in Microsoft Word (97)
31. **7PDFfolder.mov** – Setting up a folder to hold all of the PDFs as they are converted.
32. **8WordtoPDFfiles.mov** – How to convert Microsoft Word files to Adobe Acrobat using the Windows version of PDF Maker.
33. **9PPTtoPDFfiles.mov** – How to convert Microsoft Powerpoint files to Adobe Acrobat using the Windows version of PDF Maker.
34. **acro1tileinsertpages.mov** – How to insert pages into an Adobe Acrobat Document using Thumbnails
35. **acro2editorderbookm.mov** – How to change the order of pages and make Bookmarks.

NOTE: The tasks shown in all other Acrobat 4 videos noted on previous pages are almost identical to their operation in Acrobat version 5 for either Macintosh or Windows, so the videos were not re-created.