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.

🔁 Portfolio1.pdf - Adobe Acrobat Pro	
File Edit View Window Help	×
Create ▼ ▼ Edit Image: Layout Image: Edit Search	Ĕ
uCertify	

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.

Correct steps

Correct steps		Choose from here
	▲ 4	Choose Edit > Advanced Search. Choose an index from the list, or click Add and add an inde For Look In, choose Select Index. Type the search text, and then click Show More Options, r Proceed with your search as usual. Click the OK button in order to close the Index Selection d
	~	
		Answer:
Correct steps		Choose from here
Choose Edit > Advanced Search. Type the search text, and then click Show More Optic For Look In, choose Select Index. Choose an index from the list, or click Add and add an Click the OK button in order to close the Index Select Proceed with your search as usual.	inde 👻 🕨	

Explanation:

Take the following steps to search index files of catalogued PDFs:

1. Choose Edit > Advanced Search.

Edit	View	Window	Help	
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A	d <u>v</u> ance	d Search	<u> </u>	Shift+Ctrl+F
	referen			Ctrl+K

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

O All PDF Documents in
🕒 My Documents 📃
What word or phrase would you like to search for?
Whole words only Case-Sensitive Include Bookmarks Include Comments
Search
Search
Show More Options
Find a word in the current document

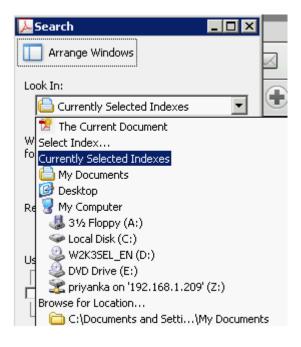
3. For Look In, choose Select Index.

📕 Search	
Arrange Windows	
Look In:	
🕒 Currently Selected Indexes 📃	
🔀 The Current Document	
W Select Index	
fo Currently Selected Indukes	
🖨 My Documents	
🕑 Desktop	
Re 🚼 My Computer	
4 31/2 Floppy (A:)	
See Local Disk (C:)	
Us 👾 W2K3SEL_EN (D:)	
DVD Drive (E:)	
📩 🌋 priyanka on '192.168.1.209' (Z:)	
Browse for Location	
C:\Documents and Setti\My Document	s
Is exactly	

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

	Index Title	Index Path	<u>A</u> dd
			Remove
			Info
4			

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:

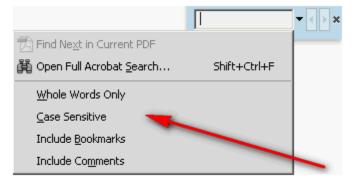
Take the following steps to find text in a PDF.

1. Go to Edit > Find. Now type the text you want to search for in the text box on the Find toolbar.

Edit View Window I	Help
S Under	Ctrl+Z
S Redo	Shift+Ctrl+Z
Cu <u>t</u>	Ctrl+X
© ⊆opy	Ctrl+C
🔁 Paste	Ctrl+V
Delete	
Select All	Ctrl+A
D <u>e</u> select All	Shift+Ctrl+A
Copy File to Clip <u>b</u> oa	rd
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Check Spelling	

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.

🔁 Doc 1.pdf - Adobe Acrobat Pro		
File Edit View Window Help		
A Open	Ctrl+0	
🔁 Create		PDF from File Ctrl+N
Ave Save	Ctrl+S	PDF from Scanner
Save <u>A</u> s	•	PDF from Web Page Shift+Ctrl+O
R Share Files Using SendNow Online		🔁 PDF from <u>C</u> lipboard
Attach to Email		Combine Files into a Single PDF
🚈 Action <u>W</u> izard	•	
Revert		PDF Form
Close	Ctrl+W	PDF Portfolio

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:

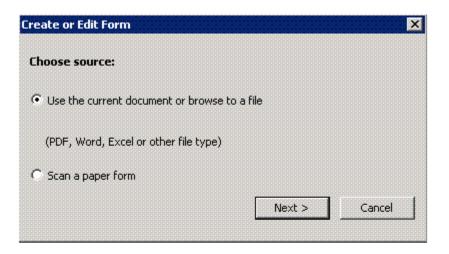
Take the following steps to create a form from an existing electronic document (for example, a Word, PDF, or Excel document) or scan a paper form into a PDF form:

Choose File > Create > PDF Form.

🝌 Adobe Acrobat Pro		
File Edit View Window Help		
🔁 Open	Ctrl+O	
🔁 Create		PDF from Eile Ctrl+N
Save <u>A</u> s	Ctrl+S	■ PDF from Scanner ▶ ● PDF from Web Page Shift+Ctrl+O ■ ● PDF from Clipboard
C Share Files Using SendNow On Attach to Email	line	Combine Files into a Single PDF
Action Wizard	1	
Revent		B PDF Form
Close	Ctrl+W	PDF Portfolio
Prop <u>e</u> rties	Ctrl+D	_
🖶 Print	Ctrl+P	
Recent File		
Exit	Ctrl+Q	

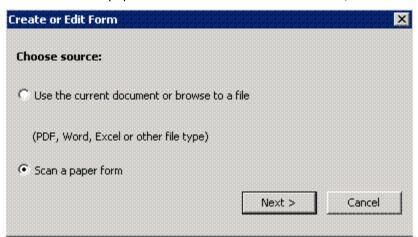
Perform one of the following steps:

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.



0	Create or Edit Form
:	Locate the document to convert:
	O Use the current document
	Import a file from file system
	C:\Documents and Settings\anurag\Desktop\Doc1.doc Browse
	< Previous Next > Cancel

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.

Correct steps	Choose from here
	In the header area, click in the boxes to add content. In o In Edit mode, click the empty band at the top of the edit v In the Text and Image Properties panels, specify size, bacl Choose a template from the list in Header Properties.
	~
	Answer:
Correct steps	Choose from here
In Edit mode, click the empty band at the top of the edit A the Choose a template from the list in Header Properties. In the header area, click in the boxes to add content. In c In the Text and Image Properties panels, specify size, bac	

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

🔁 Portfolio1.pdf - Adobe Acrobat Pro	
File Edit View Window Help	×
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_	▼ Portfolio Layouts
	Click-Through
	🐼 Freeform
	吕 Grid
	- 🗗 Linear 🔰 🔻 🔻
	Header Properties
	Templates:
	None
	Header Items:
	Add Image
A	

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.

Portfolio1.pdf - Adobe Acrobat Pro File Edit View Window Help	_ <u>_</u> ×
Create Preview	Search
	Create Folder
uCertify	▼ Portfolio Layouts
	Click-Through
	Freeform
	Grid Grid
	f [™] Linear▼
	Header Properties
	Add Image
	T Add Text
	Background Color:
	Solid Fill

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

Textfield Properties	
Font:	Embed: 🗌 🚺
Myriad Pro	-
12 💌	B <i>I</i> <u>∪</u>

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