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| **Task** |  |  |
| Set Identity in Acrobat | 1. Edit Preferences   *Required so will print at top of hard copies* | 1. Edit > Preferences > Identity   *Fill in Field - Name* |
| Display Margin Rules | 1. Toggle Margin Rules ON and OFF | 1. Ctrl + U |
| Display Column Guides | 1. Tuggle ON/OFF Column Guides | 1. File > Col Guide ON/OFF |

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| Advanced Search | 1. Show All Search Results for Key Words    1. “[“    2. “fig”    3. “eq”    4. “table”   Etc…  Check order, uniqueness, matching pairs, etc. | 1. Ctrl + Shift + F |
| Check Document Properties | 1. Display Document Properties 2. Check ALL fonts Embedded 3. Check Page Size   [**595.0 x 792.0 pt**]  Check Number of Pages within limit | 1. Ctrl + D |
| Embed Fonts | 1. Run Pre-fight   (Need Pro Version) | 1. Ctrl + Shift + X |
| Generating PDF | 1. Turn Off Column Guides 2. Crop & Save File 3. Print | 1. File > Col Guide ON/OFF      1. File > Crop and Save      1. Ctrl + P |