



Adobe Acrobat

1-day course

Overview and objectives

This course will provide students with the skills they need to create, modify and review PDF documents using Adobe Acrobat 7.0.

At the end of this one-day course students will have met these objectives

- Identify the uses and benefits of PDF, navigate PDF documents using bookmarks and links, search PDF documents, open and organize PDF documents by using the Organizer window, and access Acrobat help.
- Use the Adobe PDF printer to create a PDF document from any program's Print command, use the PDFMaker to create a PDF document from Microsoft applications, and use the Create PDF commands in Acrobat to create PDF documents from multiple files.
- Move PDF document pages within and between documents; modify PDF document text, add headers and footers, modify page numbering; move PDF document text and graphics to other programs, and specify password protection.
- Add and modify bookmarks and links, and specify document initial view settings.
- Prepare a PDF document for review, use editing and markup tools to review a PDF document, organize and view comments from multiple reviewers, digitally sign a PDF document, and validate a digitally signed document

Who should attend

Students should be familiar with PCs and Microsoft Windows XP. No previous experience of Acrobat is required.

Course content

Getting Started

The Acrobat environment • Advanced navigation • Finding text • Organizing PDF documents • Getting help

Converting documents to PDF

Printing to PDF from any application • Acrobat and Microsoft applications • The Create PDF commands

Modifying PDF documents

Modifying document pages • Modifying content • Moving PDF content to other programs • Password protection

Document navigation tools

Bookmarks • Links • Initial view options

Document review techniques

Initiating document reviews • Reviewer tools • Viewing comments and markups • Digital signatures