



Adobe Acrobat Intro

Format: One Day:
Max Capacity 6

This course provides an Introduction to creating PDF files and building and editing documents with ease. Delegates will be able to create PDF files, annotate and edit documents including navigation, sound and movies upon completion of this course.

Course Content

Acrobat Overview

- The Acrobat Process
- Acrobat Components
- Acrobat Interface
- Navigating Documents
- Searching Documents
- Changing View Magnification
- Full Screen Display

Creating PDF Files

- The PDF Process
- Converting Spreadsheets and Presentations

Building Documents

- Combining PDFs
- Cropping Pages
- Creating Pages from Imported Images
- Working with Thumbnails
- Setting Document Information
- Working in Full Screen Mode
- Viewing PDFs in a Browser

Annotating and Editing documents

- Working with Text Content
- Changing Text Attributes
- Working with Objects
- Annotations at a Glance
- Note Annotations
- Text Annotations
- File Annotations
- Stamp Annotations
- Managing Annotations
- Filtering Annotations
- Summarising Annotations
- Printing your Document

Adding Navigation, Sound and Movies

- Bookmarks
- Hyperlinks
- Inserting Sound
- Inserting Movies