Acrobat Introduction

Who would benefit?

This course is for users or potential users of Adobe Acrobat and need to produce and work with PDF files.

Objective

To give an introduction to the facilities within Adobe Acrobat allowing participants to make efficient use of this software.

Content

- Discuss individual's needs.
- PDF format and view files.
- Acrobat and Acrobat Reader.
- Create PDF files for screen and print.
- Acrobat layout and zoom tools.
- Modify PDF files.
- Insert, replace, extract, and delete pages.
- Create, modify links and bookmarks.
- Create cross link documents.
- Text marking and notes tools.
- Insert comments and free text.
- The stamp, crop and movie tools.
- Create file attachments.
- Graphic creation tools.
- Create and read articles.
- Introduction to digital signatures.
- Introduction to the form tool.
- Create full screen documents.
- Create and search an index.

Duration

One day