

Adobe Acrobat (Standard) Introduction

Course duration:	1 day
Course timings:	9:30 - 4:30
Prerequisites:	Students should have basic knowledge of computers and experience in navigating around Microsoft Windows.
Training formats:	Closed course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

Main Tools and Features

Adobe/PDF overview • tools menu & preferences • navigation & zoom • finding & find comments • viewing PDFs • editing text • touch up text and object tool • embedding movies & sounds

Creating PDFs

Via MS Office • using other applications • converting paper documents • screen captures • multiple files

Working with Pages

Page size and orientation • page images & bookmarks • rotating and cropping • extracting and deleting • inserting and replacing • headers and footers • watermarks and backgrounds

Adding Interactivity

setting page actions • creating buttons • embedding movies & sounds • links • comments • articles

Editing

Selecting text/tables/images • Cut/Copy/Paste • Snapshot Tool • Touch up text & Object tool

Document Security

Displaying security information • passwords • protecting shared documents

Reviewing

Document comparison • comments • document summarize

Printing

Printing larger documents to A4 • rotating and positioning

PDF & the Web

Publishing on the Web • reading PDFs in a browser • web capture tool