

Adobe Acrobat Introduction

8.0 / 9.0

Duration: 1 Day



Who Should Attend / Target Audience

This course has been developed for people who are required to distribute a document over a range of platforms e.g. Windows, Macintosh etc.

Prerequisites

Participants will need to be familiar with an operating system and basic windows techniques such as opening, closing and saving files.

Learning Outcomes

- Navigate through Acrobat documents
- Produce, edit and annotate documents
- Add indexes, notes and comments
- Produce an e-mail based reviewed document
- Rearrange and manipulate pages within a document
- Edit a PDF by adding and changing text and graphics & include simple navigation features

Course Content

Version: 21/12/09

Starting with Acrobat

Getting Started
Examining the Initial Screen
Menus and Toolbars
Customising Toolbars
Working with Navigation Panes
Setting Preferences

Viewing a Document

Opening a PDF File
Moving from Page to Page
Moving between Views
Zooming In and Out
Selecting a Page Layout
Searching for Text
Arranging a Document on the Screen
Using Reading Mode
Using Links and Bookmarks
Measuring Sizes and Areas

Saving and Printing Files

Saving a PDF File
Exporting to other Formats
Minimising File Size
Printing a Document
Print Options
Printing Multiple Pages Per Sheet
Printing a Booklet

Making PDF Files

Printing to a PDF File
Using PDFMaker in Microsoft Office
Converting Images
Scanning Directly to PDF
Merging PDF Files
Creating a PDF Package
Converting Web Pages to PDF
Converting Screen Shots

Adding Comments to a Document

Commenting Tools
Adding Sticky Notes to a Page
Adding a Text Box Comment
Adding a Callout Comment
Adding Lines and Arrows
Drawing Ovals
Drawing Rectangles, Polygons and Clouds
Editing Text
Applying a Stamp to the Page
Spell Check in Comments
Exporting and Importing Comments
Enabling Commenting

Reading Commented Documents

Examining the Comments List
Replying to a Comment
Marking Comments
Managing the Comments List
Searching for Text
Printing Comments
Migrating Comments

Reviewing PDF Documents

An Email-Based Review
Reviewing a Document
Receiving Email-Based Reviews
Starting a Shared Review
Reviewing a Shared Document
Receiving Server-Based Reviews

Manipulating Pages

Rearranging Pages
Extracting Pages
Inserting One File into Another
Replacing Pages
Rotating pages
Cropping Pages

Adding and Changing Text and Graphics

Touching Up Text
Modifying LineArt
Adding Headers and Footers
Adding a Background
Adding a Watermark
Reading a Document

Adding Simple Navigation Features

Adding Bookmarks
Creating Links
Modifying Existing Links
Making Automatic Web Links
Creating Articles

Next Level Course: Adobe Acrobat Advanced

Availability: In House Closed Group Public

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CAIRNS

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