

Adobe Acrobat

Course Level : Introduction

Course Duration : 1 Day

Prerequisites : A working knowledge of Windows and use of a word processor/desk top publisher



▼ Course Content

- Course Objectives
- What is Acrobat?
- Acrobat Overview
 - The Acrobat Process
 - Acrobat Components
 - Acrobat Interface
 - Navigating Documents
 - Searching Documents
 - Changing View Magnification
 - Full Screen Display
- Creating PDF Files
 - The PDFWriter
 - Setting PDFWriter Properties
 - Acrobat Distiller Print Driver
 - Manually Distilling a document
 - Setting Watched Folders
 - Converting Spreadsheets and Presentations
- Building Documents
 - Combining PDF's
 - Cropping Pages
 - Creating Pages from Imported Images
 - Working with Thumbnails
 - Setting Document Information
 - Working in Full Screen Mode
 - Viewing PDF's 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
 - Summarizing Annotations
 - Printing your document

○ Adding Navigation, Sound and Movies

- Bookmarks
- Setting Actions
- Hyperlinks
- Navigating with Articles
- Creating Articles
- Inserting Sound
- Inserting Movies

○ Acrobat Catalog

- The Index Process at a glance
- Creating a Search Index
- Searching an Index
- Assigning Indexes to Files
- Setting Search preferences

○ Acrobat Exchange

- Optimising
- Security Options

○ Workshop