

Acrobat Introduction

1 Day (9am to 4pm)

Course Description

Creating documents that can be read by anyone, anywhere is becoming more and more important. In the last few years PDF documents have become the standard for this task, and Acrobat is how you create them. With the skills you'll learn in this course, you'll be able to create your own PDFs out of any document, including such useful tricks as making the result readable, but non-editable.

Course Prerequisite: Knowledge of basic Windows use and ability to use keyboard and mouse. You should also be using one or more other programs, such as Word or Excel.

Topics Covered

Accessing Information in PDF Documents

- Browse a PDF Document
- Navigate to Specific Content Within a PDF Document
- Conduct a Simple Search
- Export Content from a PDF Document

Creating PDF Documents

- Create PDF Documents from Word Documents
- Create PDF Documents Using the Print Command
- Create PDF Documents from Web Pages
- Create a PDF Document Using Acrobat
- Create PDF Documents Using Email Applications

Working with a Portfolio

- Assemble a Portfolio, Choosing a Layout
- Add a Welcome Page and a Header
- Choose a Colour Scheme, Publish a Portfolio

Modifying PDF Documents

- Edit Content in a PDF
- Add Headers and Footers
- Customize Page Numbering
- Add Watermarks & Background

Adding PDF Navigation

- Use Bookmarks
- Work with Links
- Define Articles

Working with Multiple PDF Documents

- Organize PDF's into a Collection
- Control Access to Multiple PDF Documents
- Search Multiple PDF Documents
- Split a PDF Document into Multiple Documents
- PDF Security
- Redacting a Document

Reviewing Documents

- Shared Review
- Choose a Collaboration Workflow
- Add Review Tools to a PDF Document
- Digitally Sign a Document
- Markup a PDF Document
- Initiate a Meeting with Acrobat Connect
- Compile Comments from Multiple Reviewers

More Information

For a complete course schedule, including prices, course dates and locations, please visit our web site at: www.Computer-Help.ca/Schedule.htm. To register for a course, call 416-494-4912 or register online at: www.Computer-Help.ca/Registration.htm

Computer Training Courses / SoftSkills Seminars / Access Database Development
Computer Help is a division of MPM Skills Development Inc.
Head Office: P.O. Box 241, Newmarket, ON L3Y 4X1
Phone: 416-494-4912, Fax: 416-494-9952, www.Computer-Help.ca
Classroom Locations: Toronto, North York, Mississauga, Newmarket

