



## ADOBE ACROBAT INTRODUCTION

*A One Day Course Covers*

### 1. Introduction

- What is Adobe Acrobat?
- When to Use Adobe Acrobat

### 2. Looking at the Work Area

- Using the Work Area
- The Screen
- Creating/Opening PDF Documents
- Adjusting the View of PDF Documents
- Reading Documents in Full Screen View
- Navigating within PDF Documents
- Finding Words in PDF Documents
- Getting Information on PDF Documents
- Printing PDF Documents
- Setting Acrobat Preferences

### 3. Converting Electronic Files to PDF

- Converting Files to PDF in MS Applications
- Creating PDF Files with PDFWriter
- Creating PDF Files with Distiller
- Converting Image Files to PDF

### 4. Working with Links

- Text/Image Links
- Cross Document Links

### 5. Working with Bookmarks

### 6. Customising PDF Navigation

- Working with Thumbnails
- Working with Bookmarks

### 7. Working with PDF Documents

- Cropping and Rotating Pages
- Moving and Copying PDF Pages and Files
- Extracting Pages
- Deleting and Replacing Pages
- Renumbering Pages
- Editing Text
- Editing Graphic Objects within PDF Documents
- Copying PDF Text and Graphics to other Applications

### 8. Selecting Tables and Formatted Text

### 9. Annotating PDF Documents

- Using the Annotations Palette
- Using the Annotation Tools
- Marking Up Documents
- Managing Annotations
- Exporting/Importing Annotations
- Summarising Annotations

### 10. Creating and Using PDF Forms

- Creating PDF Forms
- Creating Form Fields
- Designing, Building and Editing Forms
- Filling Out Forms

### 11. Working with Digital Signatures

- What are Digital Signatures?
- Tracking Signatures in the Palette
- Signing Documents
- Adding a Signature
- Changing or Removing Signatures
- Validating Signatures
- Setting Preferences for Digital Signatures

