



Adobe Acrobat Introduction

Participants on this Adobe Acrobat Introduction 1 day course will gain an understanding of the principles of Acrobat and the PDF process. You will be given a solid foundation of skills upon which to build.

The course assumes no prior knowledge of Acrobat, however, people with limited exposure to the software and those who are self-taught will also benefit from attending this course.

Course Details

Skill Level:	Beginner
Duration:	One Day
Time:	9:00am – 4:00pm (approx)
Class Size:	6 students (at Keystroke) 10 students (Your Office)

Course Content

Acrobat Orientation

- The Acrobat Interface
- Using Menus and Toolbars
- Using the Panels Area
- Using the Navigation Pane

Navigating PDFs

- Using Navigation Tools
- Changing Views
- Using the Zoom Tools
- Multiple Documents
- Printing a PDF

Creating PDFs

- Using The PDF Printer Driver
- Acrobat PDFMaker
- From Microsoft Office Files
- From Windows Explorer
- From Web Pages
- Using Distiller
- Using Batch Mode
- From Clipboard
- Creating PDFs from a Scanner

Combining Documents

- Merging Multiple Files
- Creating a PDF Portfolio
- Working with a Portfolio

Modifying PDFs

- Inserting and Deleting Pages
- Extracting Content
- Replacing Pages
- Cropping Pages
- Moving and Rotating Pages
- Renumbering Pages
- Adding Headers and Footers
- Adding Watermarks
- Editing Text
- Placing Images
- Reducing File Size

Bookmarks

- Creating Bookmarks
- Editing Bookmark Destinations
- Nesting Bookmarks
- Changing the Appearance
- Bookmark Actions

Links

- Creating Links
- Duplicating Links
- Editing Links
- Creating Destination Links
- Creating Links to Another PDF

Working Collaboratively

- Adding Sticky Notes
- Using the Annotations Tools
- Inserting Digital Identity Stamps
- Initiating an Email Review
- Returning a Reviewed PDF
- Summarising Comments

Searching PDF Documents

- Finding Words
- Searching Multiple PDFs
- Advanced Search
- Securing Your Documents
- Adding Permissions Passwords



Mark was a great trainer, he knew his material and was passionate about sharing it with us. He was also very good at assessing our skills and needs and adjusting the pace of the course accordingly.

A. Whelen