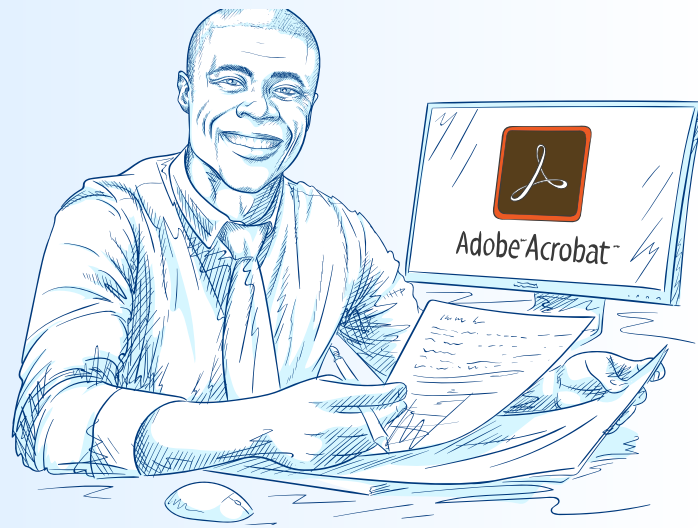


Adobe Acrobat Introduction


Ever wondered how to master those mysterious PDF files? This Acrobat course transforms PDF novices into digital wizards.

Whether you're a complete beginner or have been clicking around hoping for the best, you'll learn to navigate, manipulate, and master PDF documents with confidence.




What You'll Get With This Course

 **Live Instructor-Led Training**
Highly experienced and approachable trainers

 **Comprehensive Materials**
PDF manual and training files included!

 **eCertificate of Completion**
Proudly recognise your achievement

 **Lifetime Support**
Expert help, always within reach

Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

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