

Adobe Acrobat 7 Introduction

Who	The target student for this course is any professional who needs to use Acrobat. This course does not require you to know Acrobat at all.
Why	You will learn how to access information in a PDF file, create and batch process PDF files that are optimized for electronic use. You will learn how to share PDF files electronically by e-mail, over a network or on the Web, so that recipients can view, print and review your files. This course will give you hands on experience to make your information more accessible.
Length	1 day

Accessing Information in PDF files

- Browse through a PDF file
- The PDF file format
- The Basic and Zoom toolbar
- Navigate to specific content within a PDF file using bookmarks,
- Conduct a simple search
- Extract content from a PDF file

Creating PDF files

- Create a PDF file from a Word document
- Acrobat Components in Microsoft Applications
- Adobe PDF settings
- PDF documents using the print command
- Create PDF files from Web pages
- Create a PDF files using Acrobat

Modifying PDF files

- Manipulate PDF file pages
- Insert and Extract pages
- Document Options
- Edit text in a PDF
- Add Headers and Footers
- Customise page numbering

Adding PDF Navigation

- Use bookmarks
- Create and Modify links
- Format a story as an article
- Working with multiple PDF files**
- Organise PDF files into a collection
- Control Access to Multiple PDF documents

Setting Document Security Options

- Search multiple PDF documents

Initiating and Participating in a PDF document review

- Choose a collaboration Workflow
- Comments
- Process of a Browser-Based review
- Configure PDFs to be viewed in a Web Browser
- Add review tools to a PDF file
- Setting Watermarks and Backgrounds
- Digitally Sign a PDF document
- Security Methods
- Markup a PDF document
- Compile and View Comments from multiple reviewers
- Compare documents
- Comments Tab Options

Related Courses

- Adobe Acrobat Intermediate
- Adobe Acrobat Advanced
- Adobe InDesign
- Adobe Illustrator
- Adobe Photoshop
- QuarkXPress
- Microsoft Word