



Adobe Acrobat 8

Who should attend this Adobe Acrobat 8 training course?

This course is aimed at completely new Adobe Acrobat 8 users.

How long is this Adobe Acrobat 8 training course?

1 Day

What are the benefits of attending this Adobe Acrobat 8 training course?

Upon successful completion of this course, students will be able to: Access information in a PDF document; create PDF documents; modify PDF documents; add PDF navigation aids; work with multiple PDF documents and review PDF documents

What are the prerequisites?

This Adobe Acrobat course does not require you to know Adobe Acrobat at all. It is aimed at people who are new to Adobe Acrobat or are using it in the most basic of ways. You need to be familiar with PCs and the Windows environment.

Included in this course:

- Course book
- Lunch
- 3 Months post training support
- Certificate of attendance

Course Outline

Accessing Information in PDF Documents

- Browse a PDF Document
- Navigate to Specific Content Within a PDF Document
- Use Organizer to locate and manage PDF Documents
- Conduct a Simple Search
- Extract Content from a PDF Document

Creating PDF Documents

- Create PDF Documents Using the Print Command
- Create PDF Documents from Word, PowerPoint and Excel
- Create PDF Documents from Web Pages
- Generate PDFs directly from TIFF, HTML, DOC, TXT, JPEG and other common file formats

Modifying PDF Documents

- Manipulate PDF Document Pages
- Edit Text in a PDF
- Touch-up objects
- Redacting Text
- Add Headers & Footers
- Customise Page Numbering

Adding PDF Navigation

- Create Bookmarks
- Convert Word Headings and Styles to Bookmarks
- Bookmark Actions
- Document Initial View
- Create and Modify Links
- Create, Follow, and Edit an Article Thread

Working with Multiple PDF Documents

- Create a Merged Document
- Create a PDF package
- Modify a PDF package
- Compare PDF documents
- Add Watermarks and Backgrounds

Initiating and Participating in a PDF Document Review

- Choose a Collaboration Workflow
- Mark-up a PDF Document
- Export and Import Comments
- Create Custom Stamps to Apply to PDF Documents
- Compile and View Comments from Multiple Reviewers