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- Tutor-led training
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Adobe Acrobat

Basic Skills

Introduction Adobe Acrobat is a major tool in the war between paper and electronic documents. Arm yourself for the battle by learning how to create, edit, and manage your library of electronic PDF files.

Objectives To setup Acrobat print drivers and identify various ways to create and manage PDF files. Trainees will gain a complete understanding of the Acrobat suite of products including Acrobat Distiller and Acrobat Catalog.

Designed for Those who are responsible for converting documents into Acrobat PDF formats or anyone interested in creating electronically distributed PDF documents.

Duration 1 day

Topics

Acrobat Overview

- The Acrobat Process
- Acrobat Components
- Acrobat Interface
- Navigating Documents
- Searching Documents
- Changing View Magnification
- Full Screen Display

Creating PDF Files

- The PDFWriter
- Setting PDFWriter Properties
- Acrobat Distiller Print Driver
- Manually Distilling a Document
- Setting Watched Folders
- Converting Spreadsheets and Presentations

Building Documents

- Combining PDFs
- Cropping Pages
- Creating Pages From Imported Images
- Working with Thumbnails
- Setting Document Information
- Working in Full Screen Mode
- Viewing PDFs in a Browser

Annotating and Editing Documents

- Working with Text Content
- Changing Text Attributes
- Working with Objects
- Annotations at a Glance
- Note Annotations
- Text Annotations
- File Annotations
- Stamp Annotations
- Managing Annotations
- Filtering Annotations
- Summarizing Annotations
- Printing Your Document

Adding Navigation, Sound, and Movies

- Bookmarks
- Setting Actions
- Hyperlinks
- Navigating with Articles
- Creating Articles
- Inserting Sound and Movies

Acrobat Catalog

- The Index Process at a Glance
- Creating a Search Index
- Searching an Index
- Assigning Indexes to Files
- Setting Search Preference

Follow-up Individual consultancy and tuition as required.

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