

Acrobat Introduction Course Outline

1 day course

COURSE OBJECTIVES

This Adobe Acrobat course is designed for new users and can be customised to suit any version.

PREREQUISITES:

None

Course topics:

GETTING STARTED

- The Acrobat environment
- Advanced navigation
- Finding text
- Organizing PDF documents
- Getting help

CONVERTING DOCUMENTS TO PDF

- Printing to PDF from any application
- Acrobat and Microsoft applications
- The Create PDF commands

MODIFYING PDF DOCUMENTS

- Modifying document pages
- Modifying content
- Moving PDF content to other programs
- Password protection

DOCUMENT NAVIGATION TOOLS

- Bookmarks
- Links
- Initial view options

DOCUMENT REVIEW TECHNIQUES

- Initiating document reviews
- Reviewer tools
- Viewing comments and markups
- Digital signatures