

Duration 1 day

Pre Requisites

A reasonable degree of proficiency with the basics of using Windows and a word-processor or desktop publishing program is assumed, but no prior knowledge of Adobe Acrobat is required.

Objectives

By the end of this course delegates will be proficient in their ability to:

- create and modify pdf documents using Adobe Acrobat
- manage and organise pdf documents
- reviewing techniques for pdf documents

Course Content

- **An Introduction to Acrobat**
 - Acrobat working environment
 - browsing/navigating pdf documents
 - basic text editing techniques
 - searching a pdf document
 - export content from a pdf document
- **Creating pdf documents**
 - from Word documents
 - using the Print command
 - from multiple files
 - from HTML documents
- **Modifying pdf Documents**
 - text highlighting
 - creating & editing notes
 - adding headers & footers
 - page layout
 - page numbering
- **Creating Interactive pdf Forms**
 - creating & editing Bookmarks
 - creating & editing Text Links
 - creating & editing links to Named Destinations
 - creating & editing Articles
- **Creating Document Collections**
 - specifying access to documents in a collection
 - searching a document collection
- **Reviewing Documents**
 - preparing a document for review
 - digitally signing a document
 - adding comments & markups
 - compiling & viewing comments from multiple reviewers