

Adobe Acrobat Foundation Course Outline

Duration:	One Day
Pre-requisites:	Keyboard and mouse experience and ideally have a good working knowledge of Windows.
Objectives:	The main objective of this course is to introduce attendees to the basic commands, functions, and capabilities of Adobe Acrobat Writer.

Introducing Adobe Acrobat

- Getting to know the work area
- Overview of the work area
- Viewing PDF presentations in Full Screen Mode
- Designing documents for online viewing
- Working with the Acrobat task buttons
- Working with the navigation pane

Creating Adobe PDF Files

- Using the Create PDF command
- Converting and combining files
- Using the Print command
- Adobe PDF Settings
- Reducing file size
- Creating PDF from Microsoft Office Files
- Creating Adobe PDF from Web Pages

Working with PDF Files

- Changing the opening view
- Reading PDF documents
- Following links
- Searching PDF documents
- Printing PDF documents
- Filling out PDF forms
- Using the accessibility features

Using Acrobat in a Review Cycle

- Working with Notes, Stamps and Comments
- Marking up documents
- Summarizing Comments
- Printing documents with comments
- Custom Stamps
- Using Acrobat in Professional Publishing
- Creating PDF files for print and prepress

Retouching PDF Documents

- Moving pages with page thumbnails
- Retouching Adobe PDF pages
- Editing links
- Inserting PDF files
- Managing bookmarks
- Deleting a page
- Renumbering pages
- Retouching text
- Copying text and images from PDF
- Using the TouchUp Object tool (Acrobat Professional only)

Acrobat Security

- Adding security to PDF files
- Adding passwords
- Opening password-protected files
- Creating digital signatures (Professional only)
- Security Settings