

Adobe Acrobat 7.0 Introduction

Duration: 1 Day

Course Overview:

Acrobat 7.0 Introduction is a hands-on instruction course that teaches you to use Adobe Acrobat to create and manipulate Portable Document Format (PDF) files. The student will explore the Acrobat 7.0 work environment and will learn various methods for creating and manipulating Portable Document Format (PDF) files. Some of the topics you will cover include: how to create a PDF file, how to modify a PDF file by adding navigation to it, how to annotate (add additional comments to) a PDF file, how to create an index of PDF documents, how to add security to PDF documents, and how to distribute PDF's.

Students Learn How To:

- Quickly identify components of the Acrobat interface
- Navigate through PDF documents to view the desired information
- Convert several types of documents to PDF
- Modify PDF documents by arranging pages, adding headers and footers, and customizing page numbering
- Enhance document navigation by adding bookmarks, links, and articles to a PDF
- Organize PDF documents into a document collection that can be navigated and searched as a unit

Who Should Attend: Those who are responsible for converting documents into the Acrobat PDF format or anyone interested in creating electronically distributed PDF documents.

Prerequisites: Students should have basic word processing skills, such as copying and pasting text, formatting text, and so on.

Course Outline:

Accessing Information in PDF Documents

- Browse a PDF Document
- Navigate to Specific Content Within a PDF Document
- Conduct a Simple Search
- Extract Content from a PDF Document

Creating PDF Documents

- Create PDF's from Word Documents
- Create PDF's Using the Print Command
- Create PDF's from Web Pages
- Create PDF's Using Acrobat

Modifying PDF Documents

- Manipulate PDF Document Pages
- Edit Text in a PDF
- Add Headers and Footers
- Customize Page Numbering

Adding PDF Navigation Aids

- Add Bookmarks
- Create and Modify Links
- Format a Story as an Article

Working with multiple PDF Documents

- Organize PDF's into a Collection
- Control Access to Multiple PDF Documents
- Search Multiple PDF Documents

Initiating & Participating in a Document Review

- Choose a Collaboration Workflow
- Add Review Tools to a PDF Document
- Digitally Sign a Document
- Markup a PDF Document
- Compile and View Document Comments from Multiple Reviewers

Appendix A: Adobe Certified Expert (ACE) Program

Appendix B: Implementing a PDF Document Review

- Implementing an Email Based PDF Document Review
- Implementing Browser-based Reviews
- Incorporating PDF Review Comments into a Word Document