

Introduction, 1 Day

Course Description

You may have used different applications to create documents and files for your own reference. However, you may now be required to share your files electronically by email, over a network, or on the web, so that recipients can view, print, and offer feedback. In this course, you will use Acrobat to make your information more portable, accessible, and useful to meet the needs of your target audience.

Prerequisites

Participants should already be familiar with basic Windows use. No prior experience with Acrobat is necessary.

Topics Covered

Accessing Information in PDF Documents

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

Creating PDF Documents

- Create PDF Documents from Word Documents
- Create PDF Documents Using the Print Command
- Create PDF Documents from Web Pages
- Create a PDF Document Using Acrobat
- Create PDF Documents Using Email Applications

Modifying PDF Documents

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

Adding PDF Navigation

- Use Bookmarks
- Work with Links
- Define Articles

Working with Multiple PDF Documents

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

Reviewing Documents

- Choose a Collaboration Workflow
- Add Review Tools to a PDF Document
- Digitally Sign a Document
- Markup a PDF Document
- Initiate a Meeting with Acrobat Connect
- Compile Comments from Multiple Reviewers