



Adobe Acrobat

## Introduction - 1 Day

Adobe Acrobat allows the sharing of documents between people who do not have the relevant software on their computers. These documents can be read and printed.

This course enables you to create and modify pdf documents using Acrobat to organize and share your documents in a business environment.

### Prerequisites

Students should typically have experience using office applications, such as a word processor or spreadsheet program, but do not need any experience in using Acrobat.

### Exercises

The course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

### Introduction

- The difference between Acrobat and Acrobat Reader
- Using Help and the Status Bar
- Browsing Methods

### Accessing Information in PDF Documents

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

### Creating PDF Documents

- Create PDF Documents from Word Documents
- Create PDF Documents Using the Print Command
- Create a PDF Document from Multiple Files

### Create PDF Documents from HTML Modifying PDF Documents

- Arrange PDF Document Pages
- Add Headers and Footers
- Customize Page Numbering

### Adding PDF Navigation Aids

- Add Bookmarks
- Add Text Links
- Create Links to Named Destinations
- Add Articles

### Creating Document Collections

- Specify Access to Documents in a Collection
- Search a Document Collection

### Reviewing Documents

- Choose a Collaboration Workflow
- Prepare a PDF Document for Review
- Digitally Sign a Document
- Add Comments and Markups to a PDF Document
- Compile and View Document Comments from Multiple Reviewers

### Appendix (if time permits)

- Reviewing Documents via Email
- Initiate an Email-based Review
- Reviewing Documents Using a Browser
- Set Up a Browser-based Review