



# Introduction to Adobe Acrobat Professional

One-Day Course

Windows and Macintosh

## Course Overview:

Make the most of Acrobat to exchange your electronic documents while preserving document integrity so files can be viewed and printed on a variety of platforms. Learn how to create PDFs for the web, in-house presentations or even commercial printing. Convert static documents to interactive ones by creating hyperlinks and bookmarks to allow navigation within a document, between documents, and the web. Take advantage of tools for document reviewing and editing.

Note: Adobe Acrobat Professional requires Windows 2000 or XP or higher or Mac OS X v.10.2.2 or higher to run.

## Course Content:

- Overview of the Acrobat product family
- Using Adobe Reader to open and print PDF documents, adjust views, navigate pages, find words, display document information, and set preferences
- Creating PDFs with the Acrobat PDF Printer by choosing various preset job options
- Exploring alternate methods to create PDF's including the PDFMaker (Microsoft Office, Windows Only)
- Modifying PDF files in Acrobat Professional including creating thumbnails, inserting, removing and ordering pages and text
- Understanding the text and graphic modifications that can be made in a PDF
- Adding page numbers and headers and footers to a PDF
- Creating a slideshow with any PDF document
- Limiting access to PDF files with password protection
- Adding interactivity to PDF documents by creating and editing hyperlinks and bookmarks
- Adding actions that trigger when opening or closing a page
- Choosing options for document opening and displaying
- Overview of document review tools for workgroup collaboration