

# Acrobat 7 Essentials

## 1 day course

### Overview

You have used a variety of different programs to create documents and files for your own use. However, you are required to share your files electronically by email frequently, over a network, and on the web, so that recipients can view, print, and offer feedback. In this course, you will use Adobe Acrobat 7® to make your information more portable, accessible, and useful to meet the needs of your target audience.

### Course Objective

You will use Adobe Acrobat 7.0 to create navigation aids to a PDF document.

### Target Student

This course is designed for anyone who will use a computer and Acrobat 7 Standard or Professional to work with PDF files.

### Prerequisites

Minimal experience with computers and common office applications, such as word processing, spreadsheet, and web browser applications.

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## Course Content:

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

### Modifying PDF Documents

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

### Adding PDF Navigation

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

### Working with Multiple PDF Documents

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

### Initiating and Participating in a PDF Document Review

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

### Implementing a PDF Document Review

- Implementing a PDF Document Review
- Implementing an Email-Based PDF Document Review

- Implementing Browser-Based Reviews
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