

Acrobat 8 Foundation

1 day course

Overview

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 Adobe® Acrobat® 8.0 to make your information more portable, accessible, and useful to meet the needs of your target audience.

Course Objective

You will use Adobe® Acrobat® 8.0 Professional to create, manage, and collaborate PDF documents.

Target student

This course is designed for anyone who will use a computer and Acrobat 8.0 Standard/Professional to work with PDF files.

Prerequisites

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

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

Reviewing a PDF Document

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