

Acrobat 8 Foundation

1 day course

Adobe® Acrobat® 8 Professional software enables business professionals to reliably create, combine, and control Adobe PDF documents for easy, more secure distribution, collaboration, and data collection.

Course Description

This course uses the latest software and is delivered using training workbooks and examples that the delegate can take away at the end of the course. The course is designed with a balance of hands-on practical exercises, demonstrations, reviews and discussions to ensure that a firm grasp is achieved of the concepts and practical skills of Acrobat.

This foundation course starts with program basics and quickly builds confidence and skills in navigating the application and using tools to create and modify PDF documents. Navigation in PDF documents is covered with tools for handling multiple PDFs documents and workgroup collaboration techniques.

Who should attend?

This introductory Acrobat training course is focused on the needs of first time users. This hands-on course gives a great introduction to the essentials of Acrobat, allowing you to create and manage documents using the de facto standard for electronic document exchange. The course is suitable for most situations where professional Acrobat 8 skills are required.

The course runs from 9:30 am to about 4:30pm.

What will I learn?

How to effectively access information and create a variety of PDF documents.

Skill to modify PDF documents and provide PDF navigation.

Work with multiple PDF documents, collaborate and review PDF documents.

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

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
- Verify a Digital ID
- Markup a PDF Document
- Initiate a Meeting with Acrobat Connect



To book please call 0118 3243000