

# Adobe Acrobat Foundation – 1 Day

This one-day Adobe Acrobat training course helps users to understand and apply the power of Adobe Acrobat for creation, management, searching, distribution and archiving of electronic documents. This hands-on exercise based training course targets end-users or anyone who aims to further understand the functionality of Acrobat.

In this course the following areas will be covered:

## Outline of PDF

- Components of Acrobat Suite
- Getting to know the work area

## Using Acrobat tools

- Palettes and Toolbars
- The Acrobat 7 interface
- Creating a PDF from other programs

## PDF from Word etc

- Creating a PDF file with PDFMaker
- Creating a PDF file with Acrobat Distiller
- Customising Adobe PDF Output Quality

## Controlling PDF output quality

- Using default and custom compression settings
- Modifying PDF documents

## Generating links and bookmarks

- Editing pages, text and images
- Converting a PDF file to an image format file
- Acrobat in a document review cycle

## Adding comments to a PDF file

- Using PDF in a review cycle
- Setting file security
- Creating Adobe PDF from Web Pages

## Converting Web pages to PDF

- Creating a PDF file from a Web page
- Updating converted Web pages
- Building a PDF file of favourite Web pages
- Distributing Document Collections

## Collections

- Distributing PDF documents
- Preflighting a PDF document
- Setting an opening view for the document collection
- Optimising for page-at-a-time downloading
- Document Security

## Setting up document security

- In Adobe
- In Word etc



For information and support

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