tidalfire®

Tidalfire Business Solutions

Adobe Acrobat - Essentials

Adobe Acrobat 9 - Essentials is for users new to Adobe Acrobat and PDF (Portable Documents Format). This one-day hands-on course will provide the skills necessary to understand how PDF can be used to improve the distribution of electronic information to both internal and external business clients. The course will enable users to create, distribute and enhance PDF documents through the use of bookmarking, commenting, security and the creation of PDF eforms.

Topics covered in this course:

Introducing Adobe Acrobat
- Adobe Acrobat Feature Overview
- PDF - Portable Document Format

Creating PDF Documents
- Creating PDF Documents from any Application
- Using the PDFMaker in Microsoft Office
- Creating PDF Documents from Web Pages
- Creating PDF Documents from Scanned Paper Documents
- Using PDF Settings
- Combining PDF Documents

Managing and Editing PDF Documents
- Sorting, Deleting and Adding PDF Pages
- Creating Bookmarks
- Setting up PDF Document Initial View
- Exporting PDF Content

Commenting PDF Documents
- Using the Commenting Tools
- Setting Commenting Preferences
- Shared Review
- Enabling Commenting in Adobe Reader

Modifying PDF Documents
- Setting Headers and Footers
- Setting Watermarks and Backgrounds
- Using Acrobat Presentation Mode
- PDF Optimizer
- Adding Document Security

Acrobat Forms
- Using Acrobat Forms Tools
- Using the Acrobat Fields Palette
- Form Recognition
- Submitting and Collecting Forms Data
- Enabling Forms for Adobe Reader

Course Information

Course Prerequisites
Before taking this course, students should be familiar with the basic functions of their computer's operating system and have a basic knowledge of Microsoft Office applications.

Software
This course uses Adobe Acrobat Professional and -
- Microsoft Office

Additional Prerequisites
All courses can be run on Windows and Macintosh platforms at Tidalfire's premises or on-site .Where there are operating system dependencies these are indicated in the factsheet.

Course Duration
1 Day

Acrobat Toolbox Courses
- Adobe Acrobat - Essentials
- Adobe Acrobat - Advanced
- Adobe Acrobat for Microsoft Office Users
- Creating Interactive PDF eNewsletters
- Creating Accessible Adobe PDF Documents
- Adobe LiveCycle Designer - Developing Forms

Adobe AUTHORISED Training Centre

Adobe SOLUTION PARTNER

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