

Acrobat Level 1



A one day course for people moderately experienced with Adobe Acrobat

Prerequisites

This course assumes the students to have basic computing skills. Previous exposure to Adobe Acrobat is an advantage.

Chapter 1 - Navigating in Acrobat

- What is Acrobat?
- Starting Acrobat
- Open A File
- Adjust the Page Display
- Adjust the Zoom
- The Navigation Panel

Chapter 2 - Creating PDF Documents

- Which Method Should I Use?
- Use Acrobat As A Virtual Printer
- Set Printer Properties
- Use Word's Create PDF Add-In
- Setting Options
- Set Adobe Preferences
- Use the Create PDF Button
- PDF From Scanner
- Combine Files
- Drag and Drop Pages
- Delete Pages
- Create a PDF Portfolio
- Customise the Portfolio Layout
- Preview the Portfolio Files

Chapter 3 - Adding Navigation Features

- Add a Bookmark
- Rearrange Bookmarks
- Change Initial View Properties
- Delete Bookmarks
- Add an Internal Link
- Add an External Link
- Edit a Link

Chapter 4 - Working With PDF Files

- Search PDF Documents
- OCR Text Recognition
- Reduce File Size
- Rotate Pages
- Crop Pages
- Headers & Footers
- Backgrounds
- Watermarks

Chapter 5 - Forms

- Start the Form Wizard
- Add a Dropdown Field
- Add An Option Group Field
- Edit Field Settings
- Resize and Align Fields
- Create a Submit Button
- Distribute Forms
- Track Forms
- Compile Returned Forms
- Export Compiled Data to Excel

Chapter 6 - Advanced Editing

- The Select Tool
- Copy Text
- The Edit Text & Images Tool
- Embed Fonts
- Redaction
- Restrict Editing, Printing and Copying With A Password
- Remove Restrictions
- Compare a Revised PDF to an Earlier Version
- Change Comparison Options