



## Computer Consultants Corporation

### Adobe Acrobat

### Level I (Introduction)

Length of course: 1 class day (6 hours)

Prerequisites: Introduction to Windows or equivalent experience.

Learning Objectives: In this course students will learn about the basic features of Adobe Acrobat. They will learn how to **create, manage, and edit PDF (Portable Document Format) files.**

---

#### Introduction to Acrobat

- What is Adobe Acrobat
- Acrobat Overview
- Reader Overview
- Distiller Overview
- Catalog Overview
- Detailing what Acrobat can produce

#### The basics of Acrobat

- Acrobat's work area
- Working in and managing documents
- The zoom function
- Using different screen modes
- Searching within a PDF document
- Establishing preferences in Acrobat

#### Navigation controls

- Using thumbnails
- Using different articles for navigation
- Using bookmarks
- Page actions
- Using buttons and links

#### PDF file creation

- Creating PDF files in Microsoft Word
- Creating PDF files in PowerPoint
- Comparing Acrobat Distiller with PDFWriter
- Current job options of Distiller
- Using Open as PDF

#### Editing PDF files

- Modifying and selecting text
- Modifying and selecting graphics
- Re-ordering and editing pages
- Inserting and deleting pages
- Cropping and fitting pages

#### Working with annotations

- Adding text annotations
- Adding graphical annotations
- Marking and highlighting selected annotations
- File attachments

#### Distributing PDF files

- Accessing and using e-mail from Acrobat
- File optimization
- Specifying how documents open
- Using the full-screen mode
- Using password protection
- Embedding searchable information
- Spellchecks