



## Adobe Acrobat

### Lesson 1: Acrobat Overview

- The Acrobat Process
- Acrobat Components
- Acrobat Interface
- Navigating Documents
- Searching Documents
- Changing View Magnification
- Full Screen Display

### Lesson 2: Create PDF Files

- The PDF processes
- Converting Spreadsheets and Presentation

### Lesson 3: Building Documents

- Combining PDFs
- Cropping Pages
- Creating Pages From Imported Images
- Working with Thumbnails
- Setting Document Information
- Working in Full Screen Mode
- Viewing PDFs in a Browse

### Lesson 4: Annotating and Editing Documents

- Working with Text Content
- Changing Text Attributes
- Working with Objects
- Annotations within documents
- Note Annotations
- Text Annotations
- File Annotations
- Stamp Annotations
- Managing Annotations
- Filtering Annotations
- Summarising Annotations
- Printing Your Document

### Lesson 5: Adding Navigation, Sound, and Movies

- Bookmarks
- Hyperlinks
- Inserting Sound and Movies

### Q&A

Our 'hands-on' one day training course introduces creating PDF files and building and editing documents with ease. Delegates will be able to create PDF files, annotate and edit documents including navigation, sound and movies upon completion of this course.

Note: We can tailor a course to your needs if you have specific personal objectives.

