

Adobe Acrobat

1. Acrobat Overview

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

2. Creating PDF Files

- The PDF process
- Converting Spreadsheets and Presentations

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 Browser

4. Annotating and Editing Documents

- Working with Text Content
- Changing Text Attributes
- Working with Objects
- Annotations at a Glance
- Note Annotations
- Text Annotations
- File Annotations
- Stamp Annotations
- Managing Annotations
- Filtering Annotations
- Summarising Annotations
- Printing Your Document

5. Adding Navigation, Sound, and Movies

- Bookmarks
- Hyperlinks
- Inserting Sound and Movies