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## **Adobe Acrobat – 2 day course**

Adobe Acrobat allows you to distribute any file, created in any application, to anyone, regardless of platform. Anything you can print - you can output as PDF! And your document retains its original look and feel! PDF's are the most efficient way to deliver files to clients and printers. Whether you are a graphic artist, pre-press specialist or Webmaster, you'll learn everything you need to create files that anyone can view, annotate, edit, print, and publish.

From basic features such as links, bookmarks, and thumbnails to setting basic Distiller job options to create a PDF that is optimized for specific output. You will create comments, import, export, and summarize comments. You will learn how to set security on a PDF document. Create bookmarks, thumbnails, and articles. You will learn how to add form fields to create a PDF form. You will create and search an index of multiple PDF documents.

### **Course Outline:**

- Overview of Acrobat Family
- Reader
- Acrobat
- Distiller
- Other Acrobat products

- Navigating a PDF Document in Acrobat
- Navigate using the toolbar
- Change magnification
- Follow links
- Display and use bookmarks and thumbnails
- View comments
- Find text

- Creating and Modifying PDF Documents
- Use Distiller
- Set Distiller options

Create PDF from Microsoft Office documents

Creating Links

Create and edit links within a document

Create a link to a site on the World Wide Web

Using Acrobat in a Document Review Cycle

Use and create comments

Import, export, and summarize comments

Set security

Advanced Distiller Techniques

Distiller compression and downsampling options

Create PDF from a PostScript file

Drag-and-drop files for distilling

Set up watched folders

Using and Creating Navigational Structures

Bookmarks

Thumbnails

Articles

Building an Index

Build an index

Set Catalog options

Searching an Index

Set Search options

Refine a search

Use the Document Info fields to conduct a search

Search for information using Boolean expressions

Creating Forms

Work with forms

Add form fields

Calculate form fields

Create a Reset Form field

Understand how to submit form fields over the Web