

Adobe® Acrobat® 8.0 Level 1

Course Length: 1-day (8:30am – 4:30pm)

Course Cost: \$325+ GST

Course Description

You have created documents for your own reference and are now required to share your files electronically by email, over a network, or on the web, so that recipients can view, print, and offer feedback. In this course you will use Adobe Acrobat 8.0 to make your information more portable, accessible, and useful to meet the needs of your target audience. Adobe Acrobat 8.0 removes the constraints of proprietary file formats, enabling you to provide information in a universally accessible format.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- ✓ Access information in a PDF document.
- ✓ Create PDF documents
- ✓ Modify PDF documents.
- ✓ Add PDF navigation aids.
- ✓ Work with multiple PD documents.
- ✓ Review PDF documents.
- ✓ Implement a shared review, an email-based review, and a browser-based review of a PDF document

Course Content

Accessing Information in PDF Documents

- Browse a PDF Document
- Navigate to Specific Content Within a PDF Document
- Conduct a Simple Search
- Extract Content from a PDF Document

Creating PDF Documents

- Create a PDF Document from a Word Document
- Create a PDF Document Using the Print Command
- Create a PDF Document from Web Pages
- Create a PDF Document Using Acrobat
- Create a PDF Document Using Email Application

Modifying PDF Documents

- Manipulate PDF Document Pages
- Edit Content in a PDF Document
- Add Headers and Footers

Adding PDF Navigation

- Use Bookmarks
- Work with Links
- Define Articles

Working with Multiple PDF Documents

- Organize PDFs into a collection
- Control Access to Multiple PDF Documents
- Search Multiple PDF documents

Reviewing a PDF Document

- Choose a Collaboration Workflow
- Add Review Tools to a PDF Document
- Digitally Sign a PDF document
- Verify a Digital ID
- Markup a PDF Document
- Initiate a Meeting with Adobe Acrobat Connect

