Adobe Acrobat

Introduction

PREREQUISITES
- Knowledge of the windows interface would be required. No experience of Adobe Acrobat is necessary.

BENEFITS
- You may have used different applications to create documents and files for your own reference. However, you may now be 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 to make your information more portable, accessible, and useful to meet the needs of your target audience.

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 PDF Documents Using the Print Command
Create PDF Documents from Web Pages
Create a PDF Document Using Acrobat
Create PDF Documents Using Email Applications

Modifying PDF Documents

Manipulate PDF Document Pages
Edit Content in a PDF
Add Headers and Footers
Customize Page Numbering

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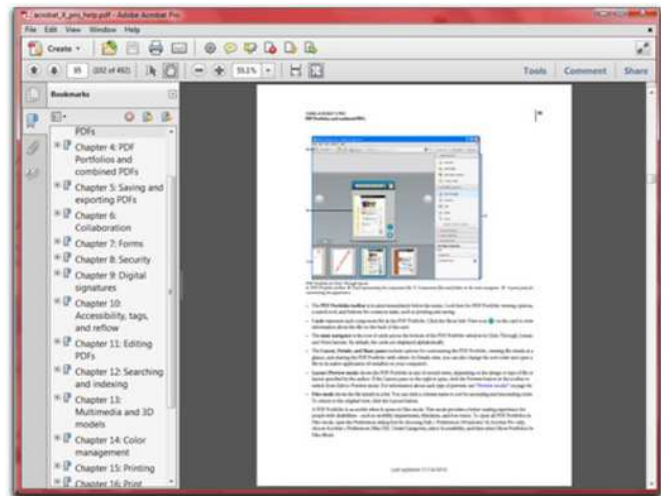
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