

Adobe® Acrobat® v7: Introduction



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Course Duration: 1.0 day

Course Overview:

You have used a variety of different programs to create documents and files for your own use. However, you are required to share your files electronically by email frequently, over a network, and on the web, so that recipients can view, print, and offer feedback. In this course, you will use Adobe Acrobat 7 to make your information more portable, accessible, and useful to meet the needs of your target audience.

Prerequisites:

Minimal experience with computers and common office applications, such as word processing, spreadsheet, and web browser applications.

Additional information:

Courses can be tailored to client's specific needs

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

Adding PDF Navigation

- Use Bookmarks
- Create and Modify Links
- Format a Story as an Article

Working with Multiple PDF Documents

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

Initiating and Participating in a PDF Document Review

- Choose a Collaboration Workflow
- Add Review Tools to a PDF Document
- Digitally Sign a PDF Document
- Mark-up a PDF Document
- Compile and View Comments from Multiple Reviewers

Course content continuous over next page

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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

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