

Adobe® Acrobat® v7: New Features



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this course:](#)

Course Duration: 0.5 days

Course Overview:

You're already familiar with previous versions of Acrobat. You would like to learn about some of the new features in the latest version of Acrobat. In this course, you'll work with some of the new features of Acrobat 7.0.

Prerequisites:

Experience using Acrobat 6.0 or earlier, Standard or Professional editions.

Additional information:

Course content can be tailored to client's specific needs.

Course Content

Creating PDFs

- Create a PDF in Outlook with a Single Click
- Create a PDF in Access with a Single Click
- Create a PDF in Publisher with a Single Click
- Attach Files at the Document Level
- View Document-Level Attachments

Creating Forms and Managing Form Data

- Create a PDF Form
- Collect Form Data
- Export Form Data

Reviewing Files

- Send a PDF for Review
- Add Comments in Adobe Reader 7.0
- Measure Distance and Area
- Comment an AutoCAD PDF for Export
- View Object Data
- Search for Object Data

Securing Files

- Create Security Policies
- Apply Security Policies
- Send Secure PDFs from Outlook

Organizing Files

- Use Organizer
- View and Open PDF Files
- Create a Collection

**For more information, or to book your course, please call Sense IT on 0870 4296445
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