



## Adobe Acrobat The Basics Course Outline



### Course aims:

At the end of this **1 or 2 day** course, delegates will be able to - understand the components of Adobe Acrobat software, control pdf output quality, create PDFS from a variety of software applications (including Microsoft Office), use different tool features to enhance documents, convert text pdfs for use in Word and other applications, merge large documents together and create forms\*

### Pre-requisites:

Before taking this course, delegates should be familiar with the basic functions of their computer's operating system. Ideally you should also have basic word processing skills, such as copying and pasting text, formatting type, and so on.

### Who should attend:

Users who need to create pdf documents and forms for electronic distribution

**Duration:** 1 day or 2 days

<b>Getting started</b>	Acrobat and acrobat reader, the acrobat 5 screen and status bar, using commands and tools, using context menus, opening acrobat files, navigating a pdf document, document information, using the find (text or words) feature, printing a pdf document
<b>Working with pdf files</b>	Creating pdf documents, creating pdf files with pdf writer, setting transfer pdf options, security settings, importing other formats to pdf, converting scanned documents to pdf*, scanning text you plan to capture*, capturing pages to convert to searchable text, correcting words on captured pages, page editing - text editing. reduce file size/optimisation
<b>Working with pdf documents</b>	Bookmarks, bookmark hierarchy, annotations, thumbnails, highlighting text in documents, signatures, stamp tools
<b>Merging documents and preparing pdf for distribution</b>	Exporting to Word, copying text to Word from a pdf, working with multiple documents, creating links, merging and managing pdf documents, page transitions
<b>Forms (2 day courses only)</b>	Creating from documents and fields, adding fields, aligning fields, setting field properties, adding an action to form fields, creating combi form fields, creating check box form fields, creating radio buttons, setting advanced form options, creating reset form button, exporting form data
	*only if scanner available need Professional edition to create forms