

Adobe Acrobat

- Basic Skills Course -

Course Description.



This course is designed to provide staff with an introduction and understanding of the main features of **Adobe Acrobat**. You will be shown the tools and techniques used to create and edit PDF documents. You will build upon the combination of useful techniques throughout the course as new aspects are introduced in each section. On completion of the course, you will have the basic skills necessary to use **Adobe Acrobat** effectively in your work.

Objectives.

You will learn many aspects of creating and editing PDF files using the Adobe Acrobat application. Topics covered in this course include:

- ✓ Introduction to Adobe Acrobat.
- ✓ The application window of Adobe Acrobat.
- ✓ Obtaining the free Acrobat Reader.
- ✓ Opening a PDF file in Adobe Acrobat.
- ✓ Changing the view of the PDF files.
- ✓ Using Zoom modes.
- ✓ Scrolling in Adobe Acrobat.
- ✓ Creating an Adobe PDF file.
- ✓ Naming your PDF files.
- ✓ Adding searchable information to a PDF.
- ✓ Defining opening views.
- ✓ Setting security and permissions.
- ✓ Using commenting and advanced commenting tools.
- ✓ Adding object shapes.
- ✓ Using text annotation and text touch-up tools.
- ✓ Adding bookmarks and links to a PDF document.
- ✓ Setting viewing properties for bookmarks.
- ✓ Inserting PDF's to create a booklet.
- ✓ Copying and pasting text from a PDF document.

Pre-requisites.



Any introductory knowledge of using the computer in a Windows™ environment will be an advantage although no specialised knowledge of computers is necessary. This course will cover the basic aspects of using Adobe Acrobat 5 and 6 and illustrate techniques discussed using examples in each section.