

Adobe Acrobat 8.0 Introduction

Duration: 1 Day

Course Overview:

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 8.0 to make your information more portable, accessible, and useful to meet the needs of your target audience.

Students Learn How To:

- Access information in a PDF document
- Create PDF documents
- Modify PDF documents
- Add PDF navigation aids
- Work with multiple PDF documents
- Review PDF documents

Who Should Attend: This course is designed for anyone who will use Acrobat 8 Standard or Professional to work with PDF files.

Prerequisites: Students should have basic experience using computers and working with common office programs, such as word processors, spreadsheets, and web browsers.

Course Outline:

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

Adding PDF Navigation

- Use Bookmarks
- Work with Links
- Define Articles

Working with Multiple PDF Documents

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

Reviewing a PDF Document

- Choose a Collaboration Workflow
- Add Review Tools to a PDF Document
- Digitally Sign a PDF Document
- Markup a PDF Document
- Initiate a Meeting with Acrobat Connect
- Compile Comments from Multiple Reviewers

Appendix A: Adobe Certified Expert (ACE) Program®

Appendix B: Implementing a PDF Document Review

Supplemental Lesson: Implementing Managed Reviews

- Initiate a Shared Review
- Initiate an Email-Based Review
- Initiate a Browser-Based Review
- Incorporating PDF Review Comments into a Word Document