
Acrobat 6: Introduction

Prerequisites: Basic Windows and word processing skills

Duration: 1 Day

What's in Acrobat 6: Introduction?

T&E's *Adobe Acrobat 6: Introduction* course explores the Acrobat 6 work environment, and practices creating and modifying Portable Document Format (PDF) file documents using Acrobat to organize and share your documents in a business environment, as well as implement electronic document review workflows. Some of the topics covered include: various methods of creating a PDF file, how to modify a PDF file, how to add bookmarks, text links, articles, how to annotate (add additional comments to) a PDF file, and how to create document collections.

Topics Include:

Accessing Information in PDF Documents

- Browse Through a PDF Document
- Navigate to Specific Content Within a PDF Document
- Conduct a Simple Search
- Export Content from a PDF Document

Creating PDF Documents

- Create PDF Documents from Word Documents
- Create PDF Documents Using the Print Command
- Create a PDF Document from Multiple Files
- Create PDF Documents from HTML Documents

Modifying PDF Documents

- Arrange PDF Document Pages
- Add Headers and Footers
- Customize Page Numbering

Adding PDF Navigation Aids

- Add Bookmarks
- Add Text Links
- Create Links to Named Destinations
- Add Articles

Creating Document Collections

- Specify Access to Documents in a Collection
- Search a Document Collection

Reviewing Documents

- Choose a Collaboration Workflow
- Prepare a PDF Document for Review
- Digitally Sign a Document
- Add Comments and Markups to a PDF Document
- Compile and View Document Comments from Multiple Reviewers