
Acrobat 7: Introduction

Prerequisites: Basic Windows and word processing skills

Duration: 1 Day

What's in Acrobat 7: Introduction?

T&E's *Adobe Acrobat 7: Introduction* course explores the new Acrobat 7 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 organize PDF files using document collections.

Topics Include:

Accessing Information in PDF Documents

Browse Through a PDF Document

- Portable Document Format (PDF)
- The Acrobat Window
- PDF Page Layout Views
- The Basic Toolbar
- The Zoom Toolbar
- The Status Toolbar

Navigate to Specific Content Within a PDF Document

- Bookmarks
- Links
- Articles

Conduct a Simple Search

- The Search PDF Pane
- The How To Pane

Extract Content from a PDF Document

- Content Selection Tools

Creating PDF Document

Create a PDF Document from a Word Document

- Acrobat Components in Microsoft Office Applications
- PDFMaker 7.0 Toolbar
- Adobe PDF Settings

Create PDF Documents Using the Print Command

- Methods of Creating PDF Files
- Adobe PDF Printer

Adding PDF Navigation

Use Bookmarks

- Bookmark Magnification

Create and Modify Links

- Destinations
- The Link Tool Properties Toolbar

Format a Story as an Article

Working with Multiple PDF Documents

Organize PDFs into a Collection

- The Organizer Window
- Collection

Control Access to Multiple PDF Documents

- Document Security

Search Multiple PDF Documents

- Advanced Search Options

Initiating and Participating in a PDF Document Review

Choose a Collaboration Workflow

- Acrobat's Collaboration Workflows
- Comments
- Configure PDFs to be Viewed in a Web Browser

Add Review Tools to a PDF Document

- Stamps
- Watermarks and Backgrounds
- The Commenting Toolbar

Digitally Sign a PDF Document

Creating PDF Documents from Web Pages

Creating a PDF Document Using Acrobat

Modifying PDF Documents

Manipulating PDF Document Pages

The Insert/Extract Page Commands

Document Options

Edit Text in a PDF

PDF Text Editing Limitations

Advanced Editing Toolbar

Add Headers and Footers

Headers and Footers

Customize Page Numbering

Page Numbering

Digital Signature

Security Methods

Markup a PDF Document

The Drawing Markups Toolbar