
Acrobat 6.0/7.0: Creating Quality Adobe PDF Files

Prerequisites: Basic Windows and word processing skills.

Duration: 0.5 Day

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PDF or Portable Document Format is a widely used file format originally developed by Adobe. Adobe PDF solves many common file-sharing problems, from preserving the look-and-feel of the original document to allowing anyone, on any platform, to view and print documents using the free Adobe Reader. In this course, students will focus on the different ways to create PDF documents using Adobe Acrobat Professional. The basics of editing PDF documents will also be introduced by learning various editing tools as well as adding, extracting and deleted pages to a PDF document. Also covered will be how to assign password security to a PDF document. This class will provide users the ability to easily create high quality PDF documents.

Topics Include:

Creating PDF Documents

- Create PDF Documents Using the Print Command
- Create PDF Files in Adobe Programs
- Creating PDF Documents from Microsoft Office Software
 - Create PDF Files from Microsoft Word Files
 - Create PDF Files from Microsoft Excel Files
 - Create PDF Files from Microsoft PowerPoint
- Create a PDF Document from Multiple Files
- Create PDF Files with Acrobat Distiller
 - Use Acrobat Distiller
 - Set Acrobat Distiller Preferences
- Save PDF Files in Other Formats

Modifying PDF Documents

- Edit with Thumbnails
- Arrange PDF Document Pages
 - Insert, Delete, Replace, Extract Pages
- Touch Up a PDF Document
 - Use the TouchUp Text Tool
 - Use the TouchUp Object Tool
- Add Password Security to a PDF Document