

Course Outline



Other Information	
Acrobat	
Days	2
Starting Time	9:00
Finish Time	4:30
Lunch & refreshments are included with this course.	

Adobe Acrobat v4 & v5

Pre-Requisites

The pre-requisite is experience in Windows

Course Description

This 2 day course provides familiarity with the tools, interface and documentation of Adobe Acrobat.

On completion of the course, you should be able to:

- Navigate documents
- Convert source files to PDF
- Use Acrobat to publish electronically
- Use and create hyperlinks
- Work with bookmarks, thumbnails and article treads
- Modify document pages
- Use movie and sound clips
- Work with buttons
- Create forms
- Use and create notes
- Setting file security
- Distribute PDF documents

Course Outline

- Introduction
- Navigate and Link
- Create PDF Documents
- Electronic Publishing with Acrobat
- Use and Create Navigational Structures
- Modify PDF Documents
- Create and Online Version of a Book
- Add Page Actions, Movies and Sound to PDF Files
- Add Buttons
- Create Forms
- Multimedia Project

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Course Outline (Continued)

- Use Exchange in a Document Review
- Cycle
- Build a Searchable PDF Library
- Distribute PDF Documents