

McMillan Bird

Acrobat Writer

Duration: ½ day or 1 day depending on skill level

Course Aim:

The aim of this workshop is to teach the attendee the necessary skills for creating and editing Portable Document Format (PDF) electronically distributed documents and interactive forms.

Topics:

- Acrobat Programs
 - Adobe Acrobat Reader
 - Adobe Acrobat Writer
- Creating PDF
 - By Printing
 - By Opening
 - Using the Toolbar
 - Using Windows Explorer
 - By Dragging
 - Creating PDF from Web Pages
 - From a Scanner
 - From Microsoft Outlook
 - Saving PDF in Other Formats
- Viewing, Editing, Searching
 - Acrobat Tool Bars
 - Zooming
 - Pages
- Bookmarks
 - Creating
 - Using
- Automatically scroll
- Read aloud
- Full Screen and Page Transition
- The Hand Tool
- Finding Text
- Combining and Extracting PDF's
 - Combining Files
 - Creating a File from multiple PDF files
- Extracting Pages
- Editing and Saving PDF Files
- Touchup Text tool
- Selecting and Copying Text
- Copying Graphics
- Exporting Images
- Footers and Headers
- Document properties
- Object Properties
- Commenting Toolbar
- Drawing Markups
- Comments
 - Manipulating
 - The Comments tab
- Printing
 - Printing selections
- Interactive PDF
 - Buttons
 - Images
- Sounds
 - The Sound Tool
 - Movies
- Links
- Security
- Electronic Forms
 - Creating Forms
 - Field properties
 - Getting the Data Back
- Troubleshooting Acrobat
- Troubleshooting Scanning

Training