



4D Group

## Acrobat Introduction

### Who would benefit?

This course is for users or potential users of Adobe Acrobat and need to produce and work with PDF files.

### Objective

To give an introduction to the facilities within Adobe Acrobat allowing participants to make efficient use of this software.

### Content

- Discuss individual's needs.
- PDF format and view files.
- Acrobat and Acrobat Reader.
- Create PDF files for screen and print.
- Acrobat layout and zoom tools.
- Modify PDF files.
- Insert, replace, extract, and delete pages.
- Create, modify links and bookmarks.
- Create cross link documents.
- Text marking and notes tools.
- Insert comments and free text.
- The stamp, crop and movie tools.
- Create file attachments.
- Graphic creation tools.
- Create and read articles.
- Introduction to digital signatures.
- Introduction to the form tool.
- Create full screen documents.
- Create and search an index.

### Duration

One day