

# Adobe Acrobat

## A One Day Training Course



### Course Aims

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On completion of this one day course, trainees will be able to create and publish PDF files, including images, HTML and text files together with PDF forms, incorporating security options available for PDF files .

### Course Outline

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#### *Adobe Acrobat Writer*

- The work area
- File, navigation and viewing menus
- Basic tools, commenting and editing menus
- Creating PDF files
- Converting image, HTML and text files
- Adding security to PDF files
- Converting web pages to PDF files
- Organisation and Navigation elements
- Moving and copying PDF pages and files
- PDF forms
- Digitally signing PDF files

#### *Adobe Acrobat Reader*

- Introduction
- Search and accessibility functions
- Description of PDF
- Using the reader
- Support options
- How to extract text and graphics from a PDF file

### Target Audience

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Intending, new or less-experienced users of Adobe Acrobat Writer who wish to gain a good understanding of the software in a short space of time.

### Assumed Knowledge

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A good understanding of Windows and Internet Explorer at user level, gained either from experience in the workplace or from attendance on an 'Introduction to Computing' course, or an 'Introduction to the Internet' course.

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