

Introduction to Adobe Acrobat 6.0

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This Course Includes The Following Concepts, Themes and Topics:

Introduction

PDFs: What they are, where they fit in

The Acrobat Environment

Similarities with inDesign
Viewing the pages

Creating Content, working with PDFs

PDFs from InDesign
PDFs from other programs, creating PDFs from other programs through Acrobat
Inserting, deleting, rearranging, extracting pages: PDFs from multiple documents

Review and Revisions

Adding comments
The comments Tab and summarizing comments
Note tool, stamping, text edits, editing, signing, showing/hiding

Links, Bookmarks and Interactivity

Advanced Editing Toolbar
Making Links within document
Create URLs from Links in Document
Making Bookmarks

Document Properties

Accessibility: Readability, Scrolling
Optimizing PDFs
OCR Capabilities
Opening Settings: Initial View

Summary

Review of what PDFs are, how they'll be used, and how they can be used to simplify and speed up workflow
