ADOBE ACROBAT PROFESSIONAL
Introduction/Overview

THE TRAINING HOUSE
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SUITABLE FOR   Delegates who wish to be able to save documents as PDFS, and make changes to PDF files.

AIM OF THE COURSE   To introduce the main features and concepts of Adobe Acrobat and provide an opportunity to practice working with these features

COURSE CONTENT

- An Introduction to Acrobat Basic Concepts & Applications
- Understanding the Acrobat Screen Layout
- Saving/Converting Files to PDFs
- Font Embedding & Substitution
- Exporting PDFs to Other File Formats
- Editing PDFs
- Page Thumbnails and Bookmarks
- Links and Attachments
- Actions
- Articles
- Optimising
- Editing Text & Objects

FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 1 day
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.