

## *Introduction to Adobe® Acrobat® 8*

Designed for anyone who wants to learn the basics of Acrobat, this *one-day* class teaches you to create PDF documents from a variety of sources. Navigating within a document using links, bookmarks, and thumbnails is covered, as is the creation of document and Web links. You will learn how to add comments to a PDF document and to apply document security.

*This course can be taught using either Acrobat 8 Standard or Professional.*

### **Objectives:**

- Describe the benefits of the PDF format
- Navigate through a PDF document
- Create PDF documents from a variety of sources
- Insert, delete, and rearrange pages
- Create document links, Web links, and bookmarks
- Secure a document
- Add comments using different comment tools

### **Outline:**

#### **Overview of Acrobat Family**

- Learn the benefits of the PDF format
- Understand the difference between Elements, Standard, and Professional

#### **Navigating a PDF Document in Acrobat**

- Navigate using the toolbar
- Change magnification
- Follow links
- Display and use bookmarks and thumbnails
- Customize the toolbars

#### **Creating and Modifying PDF Documents**

- Print to Adobe PDF
- Use PDFMaker (Windows)
- Merge documents into a single PDF
- Create a PDF package
- Insert, delete and rearrange pages

#### **Using the Organizer**

- Use the Organizer to locate documents

#### **Creating Links and Bookmarks**

- Create and edit links within a document
- Create a link to a site on the World Wide Web
- Create a bookmark

#### **Security**

- Create a security policy
- Apply a security policy to a document

#### **Review and Commenting**

- Understand how to implement e-mail and shared reviews
- Use and create comments