

# Acrobat Introduction

## Course Duration

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1 Day

## Objectives & Expected Outcomes

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Learn about components and features that comprise Acrobat. Part of the day will concentrate on how Microsoft Word and Adobe Acrobat can be used together to produce elegant and secure corporate documentation.

## Pre-Requisites

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Delegates must be familiar with either the MAC or Windows environment although no previous experience of Acrobat is necessary. Ideally a quick tour or review of the products tutorial would be beneficial although this is not essential.

## Subjects

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### Practicalities

What are Adobe Acrobat files? | Components of Acrobat | View magnification | Menus and toolbars

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### Microsoft Office to PDF

Print to PDF | PDF print options | PDF documents from Microsoft Office | Conversion settings in Microsoft Office | Adding security options | Migrating styles and headings to PDF

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### Microsoft Word to PDF

Using conversion settings | Adapting security settings | Convert Word document to PDF | Sending a converted PDF via email |

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### PDF Documents & Page Manipulation

Opening and saving PDF files | Manipulating pages

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## PDF presentation

Settings options | Full screen display | Transitions | Navigation buttons | Inserting and playing movie media | Movie buttons | Inserting and playing sound media

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## Online forms

Creating a form | Form design elements | Adding form fields | Editing form fields | Form field properties

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