

ClearCut

IT TRAINING

Adobe Acrobat

The PDF file is a modern day go to for exchanging print information electronically. This course takes you through the process of creating these files using the Adobe Acrobat tool.

You'll learn how to create PDFs suitable for a wide range of purposes that go beyond the PDF export capability found in many pieces of software

Key Topics

- What is a PDF file and what is the Document cloud
- Understanding the Adobe Acrobat environment
- Personalising the Acrobat tools
- Using the Acrobat search facility
- Arranging PDF pages
- Using drag and drop to add things to a PDF
- Combining multiple files into a PDF
- Adding blank pages to a PDF
- Using print to PDF from Office and other applications
- Adding bookmarks to PDF
- Adding navigation links to a PDF
- Editing text, images and shapes in a PDF
- Using notes, comments and annotations
- Printing PDF documents

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