

Duration: 1 day

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