

Creating Effective Electronic Documents with Adobe Acrobat

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Technology
Pavilion



The Acrobat Family

- Adobe Reader – for viewing PDF files
- Acrobat 7 Standard – Entry level version
- Acrobat 7 Professional – read, create, modify PDF files
- Acrobat Forms Designer – create and modify forms.

Getting Started with Adobe

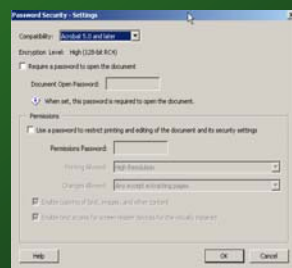
- The Acrobat Window
- The Menu Bar
- Selecting Hidden Tools
- Opening a Document
- Saving a Document
- Printing a Document

Creating A PDF

- From a File
- From Multiple Files
- From a Web Page
- From a Scanner
- Within Other Documents

Saving with Standard Security Options

- Set Security options to prevent your PDF document from being accessed, changed, or printed by unauthorized users



Navigation

- Creating Thumbnails
- Creating a Bookmark
- Organizing Bookmarks
- Adding Styles to Bookmarks
- Creating Links
- Working with Links

Thumbnail Pages

- Thumbnails are miniature previews of a PDF page. You can create thumbnails in a PDF document to help the user locate specific pages.



Creating and Organizing Bookmarks

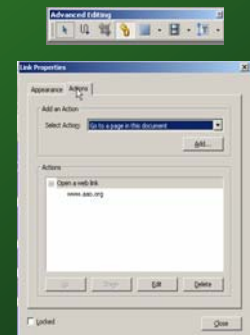
- A bookmark is a link to a view or a page in a PDF document.

Working with PDF's

- Cropping a Page
- Rotating a Page
- Combining Two PDF Files
- Moving a Page
- Extracting a Page
- Deleting a Page
- Renumbering Pages
- Editing Text
- Moving a Graphic Object
- Editing a Graphic Object

Creating Links

- You can inset links into your PDF document that let users jump to other locations within the same document, a WE document, or other electronic document, You can also use links to play a sound or movie file



Comments and Marking a Document

- Comment Tools - attach comments to a document in a variety of formats. Create a note, edit text, create an audio note, stamp the document, or attach a file
- Graphic Markup Tools – Visually make a document using the pencil, square, circle, or line tool. You can add note to the markup to give additional comments regarding the markup
- Text Markup Tools – highlight, strike out, or underline text. You can add a note to these markups to give additional comments.

Comments

- Adding a Note
- Using the free Text Tool
- Spell Checking Comments
- Attaching an Audio Comment
- Using the Stamp Tool Attaching a File

Marking a Document

- Using the Pencil Tool
- Drawing
- Using Text Markup

Creating and Distiller Options

- Using the Print Command
- Using the Open as PDF Command
- Creating from MS Office Applications
- Converting Scanned Documents
- Saving as RTF (Rich Text Format)
- Saving as a Image
- Creating a PDF from HTML

Summary Slide

- Getting Started with Adobe
- Navigation
- Thumbnail Pages
- Creating and Organizing Bookmarks
- Creating Links
- Comments
- Marking a Document
- Distiller Options