
Course Level – ‘All-in-One’

Course Introduction

Formalities / Course aims and objectives

Program Basics

Component Parts of the Screen
Hiding and Revealing Components
Changing Views of the Document

Creating a PDF

Creating a PDF from a MS Office program
Creating a PDF from within Acrobat

Bookmarks

Creating Bookmarks
Multi-level Bookmarks
Re-naming Bookmarks
Re-arranging Bookmarks
Outlining a PDF
Navigating using Bookmarks

Thumbnails

Creating Thumbnails
Changing Thumbnail size

Document Info and Security

Viewing Document Info
Changing Document Info
PDF Security

Editing a PDF

Using Touch-up Tools

Re-arranging a PDF

Inserting pages in a PDF
Deleting pages from a PDF
Replacing pages in a PDF
Re-ordering thumbnails
Inserting pages from another PDF
Copying data from PDF to other packages

Links

Link Tool
Creating internal links
Using Tool to open other files
Using Tool to create web links



Reviewing

Using Notes
Using highlighting
Other annotations
Graphics

Job Options

Reviewing Job Options
Customising Job Options
PDF File sizes