
Prerequisites

Little or no knowledge of the software is assumed. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Target Audience

This course is designed for users who are keen to extend their understanding and knowledge of using Acrobat to create and manipulate PDFs.

Learning Outcomes

- Start Acrobat, open PDFs and have a basic understanding of the interface
- Locate, view and print PDF documents
- Create PDFs
- Merge documents into a single PDF and create PDF portfolios
- Learn how to modify PDF documents
- Create and edit bookmarks
- Create a variety of links
- Create and work with PDF forms
- Create forms from scratch and from built-in templates
- Work with the Acrobat review and commenting features
- Search for information in PDF documents
- Work confidently with some of the security options available in Acrobat.