



# Adobe Acrobat Essentials

## Print/Publishing Course

Tuition: \$219

Half-day Hands-on Course

Unleash the power of PDF documents with this half-day class. Start with the program basics and quickly build knowledge and confidence in how to navigate the application, create, edit and save Acrobat PDF's. You will both create PDF's from scratch and edit existing files.

**PREREQUISITES:** This course assumes that you are familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

**WHO SHOULD ATTEND:** Adobe Acrobat Essentials training course is targeted at the needs of the beginner or first time user.

### GETTING STARTED

- The Work Area
- Acrobat Tools and Toolbars
- Working With Acrobat Task Buttons
- Navigation Pane
- Organizer

### CREATING ADOBE PDF FILES

- Overview
- Create PDF Command
- Converting and Combining Files
- Compression/Resampling

### READING AND WORKING WITH PDFS

- Reading PDF Documents
- Searching PDF Documents
- Printing PDF Documents
- Filling Out PDF Forms

### ENHANCING & EDITING PDFS

- Moving Pages
- Editing Pages
- Deleting Pages
- Editing Links
- Combining PDFs
- Bookmarks
- Edit/Extract Text & Images



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