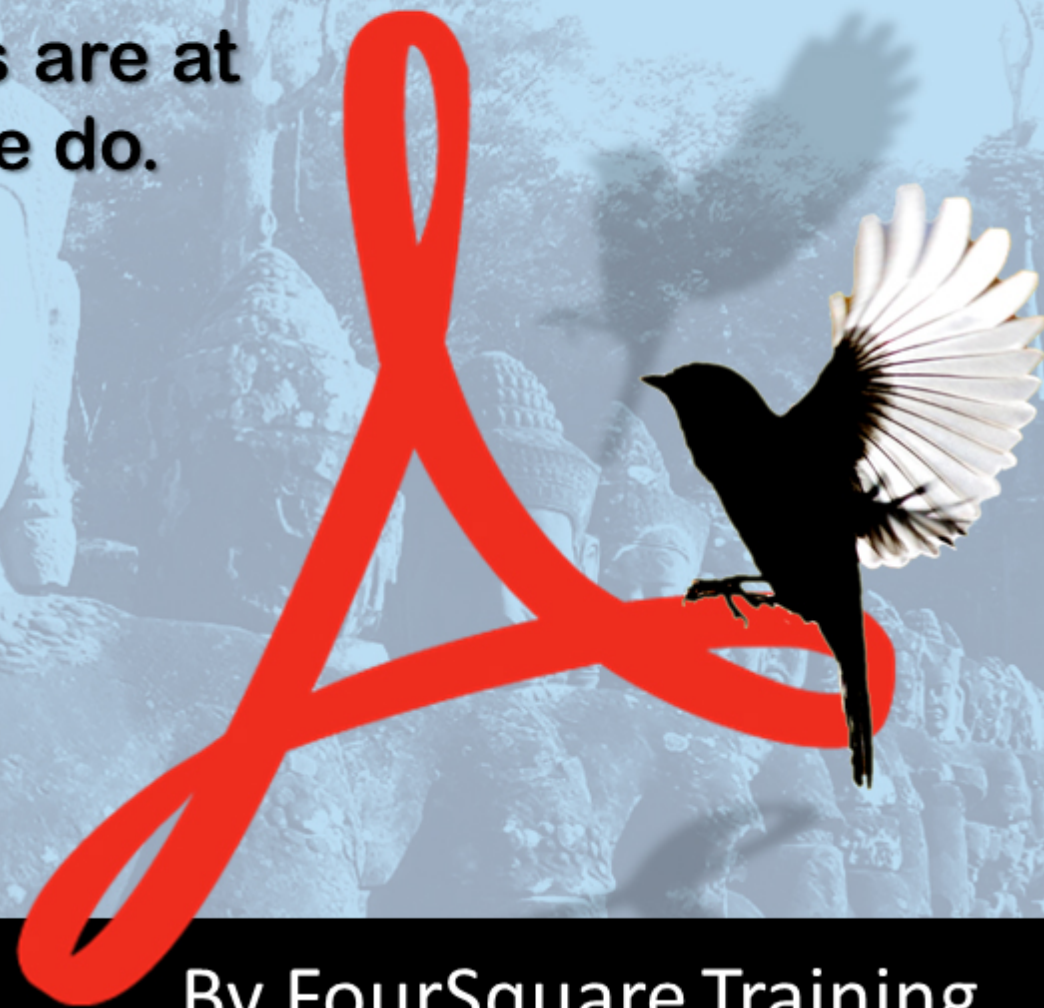


ADOBE ACROBAT PRO BEGINNERS COURSE

Your learning needs are at
the heart of what we do.



By FourSquare Training

Adobe Acrobat Beginners Course

Topics & Outline: One Day Course

We specialise in delivering flexible training programmes and the actual course content, topics and syllabus taught may vary depending upon your learning requirements.

Module 1: Adobe Acrobat Pro Introduction – What is it for and what does it do?

Module 2: Converting Office Documents using the PDF Maker in Adobe Acrobat Pro

1. PDF Maker Conversion settings and options
2. Opening Office Documents in Acrobat
3. Printing to the Acrobat Pro Printer

Module 3: Using Paper Capture on Scanned Documents

Module 4: Capturing Web Pages and sites to PDF

1. Web Page Capture settings in Adobe Acrobat Pro



Print responsibly.

Module 5: Acrobat Distiller settings

Module 6: Viewing PDF Documents in the Reader

1. Page Navigation using Thumbnails & Bookmarks

Module 7: Editing Documents in Thumbnail View

1. Extracting Pages
2. Inserting, renumbering and deleting pages

Module 8: Inserting Bookmarks and Links within the Document

3. Linking to Web Sites in Adobe Acrobat Pro
4. Adding Headers and Footers
5. Display Values
6. Changing a value based on input
7. Changing a colour based on user input

**Scan the QR Code
for more course
information:**



FourSquare Innovations Ltd | info@foursquaretraining.co.uk | 0844 493 3699

