

Windows & Macintosh training for:

Adobe

- Photoshop
- Photoshop Elements
- InDesign
- Illustrator
- Acrobat
- Dimensions
- PageMaker

Macromedia

- Dreamweaver
- Flash
- Fireworks
- FreeHand

Microsoft

- Word
- Excel
- Powerpoint
- Outlook
- Visio
- Publisher
- Works
- FrontPage

Graphics

- CorelDraw
- CorelPhotoPaint
- Jasc PaintShop Pro
- Ulead PhotoImpact
- Ulead PhotoExpress
- Scanning
- Digital Cameras

Desktop Publishing

- QuarkXPress
- Desktop Design

Web Design

- Mozilla Composer
- Writing HTML

Video Editing

- QuickTime Pro
- iMovie
- Windows MovieMaker

Macintosh

- Appleworks
- iMovie
- iPhoto
- FileMaker Pro

Internet & Email

Operating Systems

- Windows
- Macintosh



Adobe Acrobat

Introduction

Tutor: Margaret Marsh



Contents	
Using the Work Area.....	2
Navigating PDF Documents	3
Creating PDF Documents	4
Predefined PDF Settings.....	6
Adding and Removing Security	8
Adding Bookmarks	10
Working with Links.....	11
Modifying PDF Files	14
Moving Pages in a PDF File.....	14
Extracting Pages	15
Numbering Pages.....	16
Editing Text.....	18
Editing Images.....	18
Using the Touchup Text Tool.....	18
Saving in RTF Format	19
Converting a PDF to an Image Format	19
Converting a PDF Graphic to an Image Format.....	19
Using Commenting Tools.....	20
Adding Notes	20
Adding a Text Box.....	22
Using the Comments List	23
Creating PDF Files from Web Pages	24
Creating Forms.....	25