

Adobe Acrobat 8 Professional

Adobe Acrobat 8 is one of the most popular PDF creation programs. Whether you're new to Acrobat or have been using it for years, this one-level course will help you make the most of Adobe Acrobat 8.

Requirements: Basic understanding of using a computer (keyboard, mouse, Windows, and Internet Explorer) and licensed copy of Adobe Acrobat 8 Professional. Previous knowledge of Adobe Acrobat is not required.

How You Will Benefit:

- Get started with Acrobat 8
- Learn different ways to create PDF files
- Understand Acrobat's editing tools
- Learn the fundamentals of Acrobat's advanced features

What You Will Cover:

- ▶ Opening Adobe Acrobat 8
- ▶ Understanding the interface
- ▶ Creating a PDF file
- ▶ Working with your PDF file
- ▶ Getting help in Adobe Acrobat
- ▶ Ways to create a PDF file
- ▶ Navigating in your PDF file
- ▶ Using Acrobat's tools
- ▶ Moving text
- ▶ Window tools
- ▶ Working with PDF pages
- ▶ Polishing your file
- ▶ Linking files
- ▶ Creating forms
- ▶ Using collections
- ▶ Sending a file for review
- ▶ Reviewing the file
- ▶ Viewing comments
- ▶ Protecting your file

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What's Included?

- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials

Pre-Registration Form:

Adobe Acrobat 8 Professional

Yes Enroll me now



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