Adobe Acrobat 7 Professional

Adobe Acrobat 7 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 7.

Requirements: Basic understanding of using a computer (keyboard, mouse, Windows, and Internet Explorer) and licensed copy of Adobe Acrobat 7 Professional. Previous knowledge of Adobe Acrobat is not required.

How You Will Benefit:
- Get started with Acrobat 7
- 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 7
- 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
- Using collections
- Sending a file for review
- Reviewing the file
- Viewing comments
- Protecting your file

Pre-Registration Form:

Adobe Acrobat 7 Professional

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What's Included?
- Instruction by an expert facilitator
- Small interactive classes
- Specialized manual and course materials