

<b>Course</b>	<b>Adobe Acrobat</b>
<b>Length</b>	2 hours
<b>Audience/ Synopsis</b>	<p>This course is a foundational overview of the powerful Adobe Acrobat software to create, edit and share portable documents. Two training levels are offered to accommodate basic computer users and intermediate/ advanced users. Acrobat enables users to efficiently create and manage Adobe PDF documents and offers enhanced security and distribution features. This class will enable you to prepare, edit and distribute documents using Acrobat.</p>
<b>Prerequisites</b>	Participants must be proficient with Windows or Microsoft Word on at least an introductory level.
<b>Topics</b>	<p><b><i>Module 1: Adobe Acrobat Interface</i></b></p> <ul style="list-style-type: none"><li>◆ Overview of Acrobat application</li><li>◆ QuickTools</li><li>◆ New Features</li><li>◆ Default preferences/ options</li></ul> <p><b><i>Module 2: Create a PDF document</i></b></p> <ul style="list-style-type: none"><li>◆ Open a PDF document</li><li>◆ Convert Microsoft files to PDF (Word/Excel etc.)</li><li>◆ Search document</li><li>◆ Manage links</li><li>◆ Edit content</li></ul> <p><b><i>Module 3: Manage a PDF document</i></b></p> <ul style="list-style-type: none"><li>◆ Convert PDF to Word/ Excel</li><li>◆ Formatting &amp; Layouts</li><li>◆ Optimize PDF file</li><li>◆ Review / Protect options</li></ul> <p><b><i>Module 4: Distribute</i></b></p> <ul style="list-style-type: none"><li>◆ Print to a PDF file</li><li>◆ Save / Send options</li><li>◆ Online file sharing</li><li>◆ Tips</li></ul>