

ADOBE ACROBAT 5.0

2 DAY CLASS - DAY 1

In this course you will learn the basic uses of Adobe Acrobat 5.0, including; viewing PDF's, understanding the work area, printing PDF's, creating PDF's, Customizing the Output Quality of PDF's, putting documents online and modifying PDF's.

Getting Started

- About Classroom in a Book
- Prerequisites
- Starting Adobe Acrobat
- Additional Resources
- Adobe Certification

Introducing Acrobat

- About Adobe PDF & Acrobat
- Adobe PDF on the World Wide Web
- Looking at Some Examples
- Designing Documents for Online

Getting to Know the Work Area

- Opening the Work File
- Using Acrobat Tools
- Customizing Toolbars
- Using Acrobat Palettes & Menus
- About the On-Screen Display
- Navigating the Document
- Following the Links
- Printing PDF Files
- Using Help

Creating PDF Files

- About PDF Documents
- About Acrobat Distiller
- Using an Application's Print Command
- Creating Adobe PDF from a Text File
- Editing Text in PDF File
- Changing the Distiller Job Options
- Adding Security to PDF Files
- Converting Paper Documents to PDF's
- Convert Microsoft Office Files to PDF's

Customizing PDF Output Quality

- Controlling Adobe PDF Output Quality
- About Compression and Resampling
- Using Default Compression Settings
- Using Custom Compression Settings
- Managing Color in Distiller
- Using Watched Folders

Putting Documents Online

- Viewing the Work File
- Setting an Opening View
- Looking at Bookmarks and Links
- Adding Bookmarks
- Looking at Articles
- Replacing a Page
- Looking at Online Document Design

