

Adobe Acrobat Professional

Agenda:

Introduction:

- About Adobe PDF
- About Adobe Acrobat
- A first look at the work area
- Viewing PDF presentations in Full Screen mode
- Getting help

Work Area Explored:

- Opening a PDF file in the work area
- Working with Acrobat tools and toolbars
- Working with Acrobat task buttons
- Working with the navigation pane
- Using Organizer

Creating PDF

- About creating Adobe PDF files
- Using the Create PDF command
- Dragging and dropping files
- Converting and combining different types of files
- Using the Print command to create Adobe PDF files
- About the Adobe PDF Settings (presets)
- Reducing file size
- About compression and resampling
- Converting web pages to Adobe PDF

Portfolios

- About PDF Portfolios
- Getting started
- Creating a PDF Portfolio
- Customizing your PDF Portfolio
- Sharing your PDF Portfolio

Security Features

- Locking a PDF
- Redaction

