agi
American Graphics Institute

Adobe Acrobat Training Class-Introduction

In this course, you will learn how to convert your existing documents into Adobe Portable Document Format (PDF) files then manipulate, merge, arrange, share, review, and protect the files.

What you'll learn in this training course

- Basics of Adobe Acrobat
- How to navigate the workspace
- How to read, review and edit PDF documents
- How to capture PDF documents from scanners or websites
- Creating PDF documents from PostScript Files
- Creating PDF documents for the Internet
- Capturing web pages as PDF documents
- Converting scanned documents to PDF Format
- Creating PDF documents for print
- Creating Interactive PDF documents
- Creating PDF documents for multimedia presentations
- Creating PDF documents for internal distribution
- Creating a PDF form with LiveCycle Designer
- Searching in a PDF document
- Locating document properties
- Printing PDF documents
- Using the Bookmarks panel
- Using the Pages panel
- Creating links
- Reviewing PDF documents
- Using the Comments panel
- Exporting and importing comments
- Import comments

Audience for this training course

This Introduction to Acrobat training class is for students who want to use Acrobat to view, navigate and create PDFs.

Training course duration

This class is one day in length. It runs from 9:30 am- 4:30 pm. Lunch break occurs approximately at noon until 1 pm.

Training course curriculum

This training course uses provided lesson files and instructor selected resources.

Enrolling in this training course Adobe Acrobat Training Class - Introduction

You can register for this training class online at agitraining.com, or by calling 781-376-6044 or 800-851-9237.

Locations for this training course Adobe Acrobat - Introduction

You can attend classes at your training centers located in Boston, New York City, Philadelphia, on site at your office, or on-line. You can select the course location at the time of your registration.

Private and customized training course options

This training course can be offered as a private class for groups or individuals, and the content can be customized to meet your specific needs. You can call to speak with a training representative at 781-376-6044 or 800-851-9237 to discuss customizing this training course.

Goals and objectives for this training course

American Graphics Institute is focused on providing high-quality training courses for your professional development. We provide regularly scheduled small group courses along with private or customized training.