

ON LINE SERVICES

Computer Training & Support

Acrobat Exchange 4.0

Course Description

This workshop is designed for the user who needs to understand how to create PDF files and use Acrobat Exchange to enhance these files. This workshop assumes a basic knowledge of windows. This workshop uses class time for instructor led training as well as individual practice.

Topics covered in this course include

Overview of Acrobat Exchange

*What is Acrobat?
Why use Acrobat
Navigating a PDF Document
Following a Link
Using Bookmarks and Thumbnails
Viewing Notes
Using the Search Tool*

Creating a PDF

*Methods of Creating PDF Files
Using the PDF Driver
Viewing the PDF File
Using Distiller*

Linking

*Creating Links
Following a Link
Editing Links*

Using and Creating Navigational Structures

*Creating Bookmarks
Generating Thumbnails
Creating Cross Document Links
Replacing Pages
Extracting Pages
Creating Articles*

Adding Page Actions

*Using Movie and Sound Files
Using Page Actions
Using Movies*

Buttons

*Using and Adding Buttons
Using the Show-Hide Field Action
Links to the World Wide Web*

Annotations

Using and Adding Annotations

Forms

*Working with Forms
Adding Form Fields
Filling out Form Fields*

Reviewing a PDF File

*Using Notes
Setting File Security*

Building a Searchable PDF Library

*Building an Index
Searching an Index
Using Document Info Fields
Boolean Expressions*