

Adobe Acrobat

Adobe Acrobat is a unique suite of applications (**Acrobat 6 Professional, Acrobat Reader, Acrobat Distiller, Acrobat Catalog**) which enables the creation of portable document format (**PDF**) files. Once converted to PDF, documents can be viewed by anyone who downloads the freely available **Acrobat Reader** with all their original layout, pagination and graphic content intact. Because of their extremely compact file size, PDF documents constitute an ideal way of distributing documents over the web, via email or on CD-ROM.

Adobe Acrobat PDFs are also increasingly being used as a highly efficient method of delivering publications to prepress agencies.

Suitable for users completely new to Adobe products.

Acrobat components	<ul style="list-style-type: none"> • What is Adobe Acrobat • Overview of Reader • Overview of Distiller • Overview of Catalog • Overview of Acrobat 5 • What can Acrobat produce
Creating a PDF file	<ul style="list-style-type: none"> • Creating a PDF in MS Word • Acrobat Distiller vs. PDFWriter • Distiller's preset job options • Creating a PDF in PowerPoint • Using Open as PDF
Acrobat basics	<ul style="list-style-type: none"> • The Acrobat work area • Moving through documents • Zooming in and out • Changing screen modes • Searching a PDF document • Setting Acrobat preferences
Navigation controls	<ul style="list-style-type: none"> • Using thumbnails • Using bookmarks • Using articles for navigation • Page actions • Using links and buttons
Editing PDF files	<ul style="list-style-type: none"> • Selecting and modifying text • Selecting and moving graphics • Moving pages around • Deleting and inserting pages • Cropping pages
Comments	<ul style="list-style-type: none"> • Adding text comments • Adding graphical comments • Highlighting and marking • Exporting and importing comments • Reviewing comments
Distributing PDFs	<ul style="list-style-type: none"> • Emailing from Acrobat • Optimising files • Specifying how documents open • Using full-screen mode • Adding password protection • Embedding searchable information • Checking spelling