

## Foundation Acrobat (any previous older version)

### Overview

It is intended for those who require the fundamental knowledge and skills using any earlier older version of Acrobat. The user will be able to combine, distribute, and share Adobe PDF documents. It is recommended that delegates have a little working knowledge of Microsoft Windows.

All training held at TutorCAD Offices are inclusive of comprehensive course manual, a variety of refreshments, buffet lunch and certificate.

### Duration

1-day

### Standard Price

£195+VAT / person

### Availability

Tel: 0161 904 8753

### Objectives

You will learn the features, commands, and techniques of Adobe Acrobat and this will be applied to real world scenarios using many practical workshop exercises.

- Navigate the Acrobat interface
- Keyboard shortcuts
- Workspace, views and pages
- Create low & high quality PDF's
- Resolution and font embedding
- Using bookmarks and links
- Powerpoint to PDF presentations
- Convert web & images to PDF
- Combine PDF's into packages
- Exploring the organiser
- Using metadata & favourites
- Add / Edit headers & footers
- Transparency effects
- Text touch-up and properties
- Export data & conversion options
- Remove on text and image content
- Applying Redaction codes
- PDF security options

Caidan House Canal Road Timperley WA14 1TD

Email: [info@tutorcad.co.uk](mailto:info@tutorcad.co.uk)

Web: [www.tutorcad.co.uk](http://www.tutorcad.co.uk)