

## Update - Refresher Acrobat Workshop

### Overview

It is intended for existing users who require specific update - refresher knowledge on any version of Adobe Acrobat. The user will learn further skills on Acrobat PDF documents. It is recommended that delegates have a little working knowledge of Microsoft Windows.

Generally this course is customised to the users Acrobat version currently used and therefore a minimum of two trainees will be required (not necessarily from the same company). Please phone for one-to-one training if preferred.

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

£225+VAT / person

### Availability

Tel: 0161 904 8753

### Objectives

You will be able to choose any of the features, commands, and techniques of Acrobat (see typical topics shown below) that will apply to the users objectives on 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

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