



computer graphics training

Adobe Acrobat - Review & Comment

An Introduction – One Day

MORNING

Introducing Acrobat Professional

Quickstart Guide

The Tools and Menus

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AFTERNOON

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Course Overview & Discussion Session

Adobe Acrobat 8 Professional allows individuals to share and conduct reviews for many types of content by sending out a PDF version of the source document for others to review, or by posting a PDF to a shared server. Reviewers add their comments to the PDF using commenting and markup tools and then send, or upload, their comments.

If documents were created in Microsoft Word for Windows, the comments can be imported directly into the source document to revise the content.

Acrobat Professional can be used to create PDFs from most applications with direct support for Microsoft Word.

Participants are encouraged to bring along real projects to make these sessions both cost effective and productive.

Prerequisites

Windows or Apple Mac OSX with Acrobat Reader 7 or later.

Who Should Attend?

Anyone who wants to share, review and comment on documents, irrespective of computer system or software program.

Courses that can be combined with this software include:

Microsoft Office

Microsoft Word

Adobe Creative Suite

Acrobat Professional Introduction

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