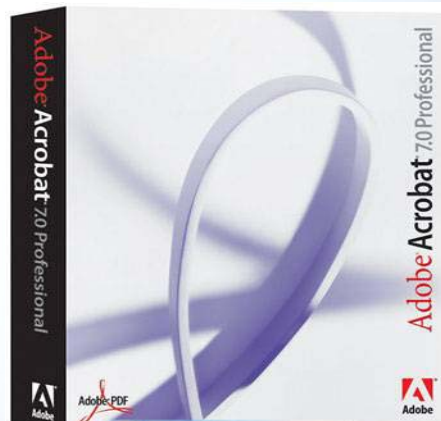




PDF's and Adobe Acrobat



Jeff Potocki
Software Support Specialist
Computing & Network Services

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Session Breakdown

- **Handouts**
- **The Parts**
 - **The What and Why about PDF's**
 - **The Acrobat Window**
 - **Navigating and Browsing PDF's**
 - **Extracting Content from a PDF**
 - **Creating PDF's**
 - **Manipulating and Enhancing PDF's**
- **Questions and Answer Session**

The What and Why's about PDF's

- **What is a PDF?**
- **Why use it?**
- **What can Adobe Acrobat do?**
- **What are the differences between Adobe Acrobat and Adobe Reader?**

The Acrobat Window

- **The 2 Panes**
 - Navigation Pane and Document Pane
- **The Layouts**
 - Single Page, Continuous Page, Facing View, Continuous-Facing view
- **The Menus**
- **The Toolbars**
 - The Basic and Zoom toolbars
- **The Status Bar**

Navigating and Browsing PDF's

- **Navigating Options**
 - **The Status Bar**
 - **Arrows on the Keyboard**
 - **Menus**
 - **Scroll Bars**
 - **Hand Tool (Basic Toolbar)**
 - **Layout Views**
 - **Zooming**
 - **Navigation Panel**
 - **Bookmarks**
 - **Links**

Extracting Content From a PDF

- **Searching**
- **Copying**

- **Using Help**
 - **Help>How to**

Creating PDF's

- **From a Microsoft Office document**
- **From within Adobe Acrobat**

- **Optional Ways**
 - **From a Web Page**
 - **From the Adobe Printer**
 - **From a Scanner**

Manipulating and Enhancing PDF's

- **Deleting Pages**
- **Arranging Pages**
- **Copying Pages**
- **Change Text, Font, and Font Color**
- **Adding Headers and Footers**
- **Re-numbering Pages**
- **Add a Bookmark**
- **Create a Link**
- **Adding Security**
- **Saving a PDF**

PDF's and Adobe Acrobat

- Questions??
- Please fill out the training survey!
(Bookmarked in Internet Explorer)
- www.fairfield.edu/cnstraining
- cnstraining@mail.fairfield.edu

Thank You!!

