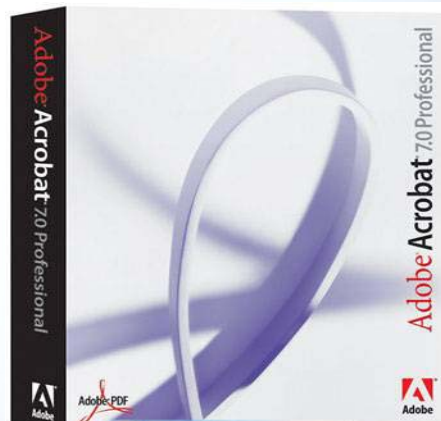




# PDF's and Adobe Acrobat



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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
  - E-copy
- **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**

# E-copy

- **Scan copies from a building copier to your desktop**
- **Copier must be E-copy ready**
- **Can save copies in pdf format**
- **Supported by Printing and Graphics**

# PDF's and Adobe Acrobat

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

**Thank You!!**

