# Adobe Acrobat
## Basic

📅 Duration: 1 day
👥 Ideal Group Size: 6-8 people

## Course overview

This course is for the absolute beginner and is designed to give your delegate the key knowledge to successfully navigate the Acrobat system, create and edit PDF documents and include necessary sharing and security measures.

## Topics covered

### Fundamentals
- About Adobe Acrobat
- Overview of the work area
- Basic functions
- Basic Actions
- Text editing
- Types of PDFs
- Tools tab

### Personalising PDFs
- Annotation tools
- Bookmarks
- Movie files
- Auto create
- Thumbnails
- Find function
- Security
- Save as a Word document
- Extracting images and text

### Creating PDF files
- Create a PDF
- Using different formats
- Organise pages
- Set options
- Combine files
- URL links
- Text editing

### Review cycle
- Comments, notes and stamps
- Text annotation
- Attaching notes and files
- Summarize
- Line tools
- Highlighting and pencil tools
- Print with comments
- Exporting/importing as PDF

## Delivery methodology (Face-to-face or virtual delivery available)

### Small groups
Ideally 6-8 delegates to maximise engagement and interaction levels.

### One-to-one
We also provide one-to-one 90 minute individual support workshops.

### Tailored sessions
Talk to us about designing bespoke workshops for your team!

## Related courses
- Adobe Illustrator – Basic
- Adobe InDesign – Basic
- Adobe Photoshop – Basic
- Adobe Photoshop – Social Media Graphics