Adobe Acrobat Reader

Modality: On Demand

Duration: 30 Min

About this course:

This course shows users how to utilize this free software in conjunction with other Acrobat programs. Learn how to easily print PDFs and view them on a variety of hardware and operating system platforms.

Audience:

- This course is intended for all users who wants to use PDF documents to read and print them.

Prerequisites:

- There are no prerequisites for this course

Course Outline:

Introduction

- What is a PDF file?
- Opening a PDF file

Setting Preferences

- Checking document properties
- Checking document security info
- Accessibility
- Display preferences
- Options preferences
- Miscellaneous preferences

Navigating

- Zooming
- Choosing a view
- Using the Windows menu
- Navigating forward and back

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- Using the hand tool and links
- Using bookmarks
- Using thumbnails

Miscellaneous

- Finding words
- Filling out forms
- Cutting and pasting into other documents
- Emailing PDF files
- Reading PDF in a Web browser

Version 6 Features

- Using the Snapshot tool
- Using dynamic zoom
- Reading made easy: Automatic scrolling