

Adobe Acrobat CS2 with Microsoft Word

(1 day)

Background

This one day course is designed to help Microsoft Word users create professional looking documents which can easily be converted into interactive online Acrobat PDFs.

The first part of the day is spent on originating documentation within MS Word, while the second half concentrates on successfully converting the documents to Acrobat PDF format.

You will learn how to generate automatic links and bookmarks, how to control the appearance of your document and optimise your Acrobat PDF files for print or the web. Feel free to bring your own Word documents if you wish.

Course Content

INTRODUCTION

FORMATTING THE MS WORD DOCUMENT

Introducing Paragraph styles
Applying Paragraph styles
Modifying Paragraph styles

FOOTNOTES AND ENDNOTES

Inserting and viewing footnotes and endnotes
Moving or copying footnotes and endnotes
Converting footnotes to endnotes and vice versa

CREATING A TABLE OF CONTENTS

Using built-in heading styles
Creating custom styles
Modifying the TOC appearance
Generating a TOC
Updating a TOC

COMMENTS AND CROSS-REFERENCES

Inserting comments
Inserting cross-references

GENERATING PDF FILES FROM MS WORD

Convert to PDF
Convert to PDF and email
Convert to PDF and send for review

ACROBAT CONVERSION SETTINGS

Choosing a conversion setting
Establishing application settings
Adding security options
Converting comments, cross-references, footnotes and endnotes
About bookmarks and links

WORKING WITH ACROBAT

What are PDF files?

THE ACROBAT ENVIRONMENT

The Toolbar and the Status bar
Navigating around a PDF
Setting Open options

ADDING BOOKMARKS AND LINKS

Manually creating bookmarks
Manually creating links
Editing bookmarks and links

EDITING THE PDF

Performing basic text edits
Using the Insert, Extract, Delete and Replace Pages commands

QUESTIONS AND ANSWERS



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