Adobe Authorised Training Centre

Using Acrobat with Microsoft Word

media training

enquiries@mediatraining.ltd.uk 020 7359 9855 www.mediatraining.ltd.uk

Course description

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

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 information

Course duration

One day

Course cost

This course is available as individual tuition or a private company course only.

£420 plus VAT for individual tuition.
Please call for prices for private groups of two or more.

Course location

We have two fully equipped training centres in central London; one is in Highbury and Islington (one stop from Kings Cross) and one next to Waterloo station.
We can also run courses onsite at your offices if you prefer.

Pre course requirements

There are no pre course requirements.

Post training support

The cost of the course includes lunch, course notes to take away, a certificate and six months telephone Helpline support.

Adobe
Authorised
Training Centre

Using Acrobat with Microsoft Word

media training

enquiries@mediatraining.ltd.uk 020 7359 9855 www.mediatraining.ltd.uk

Formatting the Microsoft 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 Microsoft 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

enquiries@mediatraining.ltd.uk 020 7359 9855 www.mediatraining.ltd.uk