

Comprehensive Adobe Writer

Level 2 (Intermediate)

Course outline

As an essential part of the modern office, Adobe Acrobat Writer continues to produce more and more of the documentation that is sent to clients and other business colleagues. This course teaches many unknown abilities of this powerful program. An essential course for regular or potential users of this program.

Course duration

3 hours

Covered in this course

The subjects covered in this course include:

- Creating pdfs from websites
- Working with collections
- Working with commenting
- Adding sound
- Digital signatures
- Working with bookmarks
- Reducing file sizes
- Working with the Organiser
- Attaching files
- Adding stamps to a pdf
- Security settings
- Working with forms
- Presentation mode
- Optical character recognition

Is this course for me?

This course is ideal for office staff wanting to create pdf documents that are effective, secure and stand out from your competitors.

If you are uncomfortable or inexperienced with Adobe Writer, the level 1 module “Adobe Basics” will prepare you for “Comprehensive Adobe Writer”.

Further study

Adobe InDesign is ideal for creating effective pdf documents. There are three InDesign courses:

- “InDesign made Simple” for general InDesign knowledge and is sufficient for basic office use.
- “Multipage InDesign Documents” for creating larger documents and using more advanced features.
- “InDesign Advanced” (Available Feb. 2007).

T7 Training Systems

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