



SoftwareTeacher, Inc.
Creator of the Power Seminar

954-593-3333 Phone

877-315-6054 Fax (Toll Free)

softwareteacher@msn.com Email

www.softwareteacher.com Web

Upgrade The Most Important Part Of The Computer "YOU"

SoftwareTeacher, Inc.

1. What is a Portable Document Format and How Can it Be Modified
2. Viewing PDFs in Adobe Acrobat
 - a. Understanding the Window
 - b. Understanding the toolbars
 - c. Navigating through documents
 - d. Navigating panels
 - e. Tools & Commenting
3. Creating PDF's
 - a. Converting from Word, Excel, PPT, HTML, Web Pages
 - b. Converting text or image files
 - c. Scanning a hard copy to a PDF(Create Button)
 - d. Printing to PDF (Print From Any Program)
4. OCR vs Non OCR (Optical Character Recognition)
 - a. Editing graphics (Content Editing: Add Image, Edit Text & Images)
 - b. What does it mean?
 - c. What is the difference between OCR and non OCR
 - d. How can you tell the difference?
 - e. Why is it necessary?
 - f. Searching for text (Edit Menu)
5. Editing PDFs
 - a. Editing text (Content Editing)
 - b. Adding hyperlinks (Content Editing)
 - c. Adding bookmarks (Content Editing)
6. Redaction
 - a. Adobe Acrobat (Protection Tools)
 - b. Word Add-On (Review Ribbon)
7. Manipulating Pages in Adobe Acrobat
 - a. Inserting, Extracting and Replacing Pages (Pages)
 - b. Changing page order (Pages or Navigation Pane)
 - c. Combining PDFs (Pages)
 - d. Creating portfolios (Create Button)
8. Exporting to Other Formats
 - a. Word, Excel, PPT (Common Tools Tool Set: Export to Another Format)
 - b. Extracting images
9. Scrubbing Metadata
 - a. Adobe (Protection)
 - b. Microsoft Office (Word, Excel, etc) File/Info/Check for Issues