



Al-Manahel Computer Services Center
P.O.Box: 922587 Amman – 11192 – Jordan
Tel/Fax: +962 6 5687371
Web Site: <http://www.al-manahel.com>
E-mail: info@al-manahel.com

Autodesk
Authorised Reseller

Autodesk
Authorised Training Centre

PROKON
Structural Analysis & Design



Adobe Acrobat 8

Pre-requisite: Working knowledge with Windows Environment

Duration: 24 hours

Fees: JD 250 or US\$ 360

Topics to cover:

Introducing Adobe Acrobat

Looking at the Work Area

Creating Adobe PDF Files

Creating Adobe PDF Files from Microsoft Office Files

Combining Files in PDF Package

Creating Adobe PDF Files from Web Pages

Converting Emails Files to Adobe PDF

Editing PDF Documents

More About Editing

Using Acrobat in Review Cycle

Adding Signatures and Security

Creating Multimedia Presentation

Using Engineering and Technical Features

Using the Legal Features

Working With Forms in Acrobat

Creating Forms with Adobe LiveCycle Designer

Using Acrobat in Professional Publishing

Making Documents Accessible and Flexible