

Adobe Acrobat Business Solutions

How to Add Comments and Mark-ups to your PDF Documents

Ideal for anyone working in groups for document creation or review. In this course you will learn how to develop a workgroup-wide or enterprise-wide review and mark-up document solution enabling you to highlight, strike-through and underline text as well as how to add comments and customised stamps which can be summarised and reviewed.

Topics covered in this course:

Introduction

- What is Adobe Acrobat?
- What is Adobe PDF?

Creating PDF Documents

- PDF Creation Settings
- Creating PDF Documents

Introduction to Review and Markup

- Review and Markup Examples
- Advantages of using PDF for Review and Markup

Using the Commenting Tools

- Notes
- Text Edits
- Stamps
- Highlighter
- Attachment

Using the Markup Tools

- Callout
- Drawing
- Dimensioning
- Text Box

Managing Comments

- Navigating
- Setting Status
- Searching and Deleting

Summarising Comments

- Summary Options
- Setting Preferences
- Importing and Exporting Comments

Commenting Workflows

- Email Commenting
- Server Based
- Browser Based

Course Information

Course Prerequisites

Before taking this course, students should be familiar with the basic functions of their computer's operating system and have a basic knowledge of Microsoft Office applications.

Software

This course uses Adobe Acrobat Professional 7.0 and -

- Microsoft Word
- Microsoft Excel
- Microsoft Internet Explorer

Additional Prerequisites

All courses can be run on Windows and Macintosh platforms at Tidalfire's premises or on-site. Where there are operating system dependencies these are indicated in the factsheet.

Course Duration

1 Day

Acrobat Related Courses

- Adobe Acrobat for Microsoft Office Users
- How to Add Comments and Mark-ups to your PDF Documents
- Adding Security to Adobe PDF Documents
- Creating Accessible Adobe PDF Documents
- Creating PDF eForms with Adobe Acrobat
- Creating Interactive PDF Documents
- Creating PDF eNewsletters
- Working with PDF Document Collections