



Adobe Acrobat

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Pre-Flex Workshop
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Agenda

- What is PDF?
- Creating PDFs
- Convert Microsoft Office files
- Combine many documents into one PDF
- Add Headers, Footers & Watermarks
- Add Comments (print & audio)

What is PDF?

- Your experiences? Frustrations?
- Universal or Cross-Platform or Any Doc
- Picture or Text (scanned or “printed”)
- Email attachment or Internet download

Creating PDFs

- Why?
- File menu > Print ...
- Adobe menu > Create
- PDF Toolbar
- Free utilities & websites
- Acrobat > Convert web site

Convert MS Office

PDF Toolbar - Demo

- Word document
- Excel file
- Powerpoint presentation

Combine Many Docs

- Word
- Excel
- Powerpoint
- Web page

Enhance PDFs

- Bookmarks
- Links
- Add Headers & Footers
- Add Watermark
- Reader Enable for Comments

Comments

- Active Learning
- Review & Feedback
- Fun with Stamps
- Audio Comments

Online Forms

- Buttons & Fields
- Reader Enabled
- Collect data
 - Email
 - Website
 - Google
- Campus-wide cooperation

Advanced Features

- Interactive Control with Javascript
 - Ask questions
 - Respond to student input

*CISW 400 Class
(Monday's 6-8 pm)*

Colophon

- Keynote software
- Software for Macintosh OS is part of iWork and can be save/open PPT or print/export as a PDF