

# 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