

# Drexel University

Office of Information Resources and  
Technology presents:

# INSTITUTE on INNOVATION in TRAINING and TEACHING



# Adobe Acrobat In Depth

*Presented by*

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Welcome | Purpose | Overview

# INTRODUCTION



# Audience Background

1. How many of you have used the **typewriter** tool?
2. How many of you know how to create **forms** that can be filled in and saved?
3. How many of you use the **comment** tools on a regular basis?
4. How many of you have a copy of **Adobe Acrobat 9.1.x** on your computer?

# Purpose

Through demonstrations and examples, introduce some of the Acrobat tools and features you can use to enhance your teaching and training.

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## Limitations

- Acrobat version
- PC vs. Mac
- Presentation time

# Terminology

- Adobe is a company
- Acrobat is an Adobe product
  - Standard
  - Pro
  - Pro Extended
- PDF means **P**ortable **D**ocument **F**ormat
- Adobe Reader is a product used to read PDFs created with Adobe Acrobat

[http://help.adobe.com/en\\_US/Reader/9.0/index.html](http://help.adobe.com/en_US/Reader/9.0/index.html)



# Overview

1. Typewriter tool
2. Commenting tools
3. Forms tool
4. Interactive documents
5. Portfolio tool
6. Acrobat.com
7. Other tools and features (as time permits)

# Format

- Explanation
  - What is this tool or feature? (Description)
  - Why would you use it? (Application)
- Demonstrations and examples
- Review
- Q&A

For Example Files and Resources  
Go To

[www.pages.drexel.edu/~kea33](http://www.pages.drexel.edu/~kea33)



Description | Application | Demonstration

# 1. TYPEWRITER TOOL



Description | Application | Demonstration

## 2. COMMENTING TOOLS



Description | Application | Demonstration

## 3. FORMS TOOL



Description | Application | Demonstration

# 4. INTERACTIVE DOCUMENTS



Description | Application | Demonstration

# 5. PORTFOLIO TOOL



Description | Application | Quick Tour

# 6. ACROBAT.COM



Description | Application | More Info

# 7. OTHER TOOLS & FEATURES



# Other Tools & Features

- Read out loud and automatically scroll
- Set properties (including security)
- Use advanced tools for
  - Commenting
  - Editing
  - Securing

Review | Q&A | Resources | Wrap up

# CONCLUSION



# Review

- Typewriter tool
- Commenting tools
- Forms tool
- Interactive documents
- Portfolio tool
- Acrobat.com
- Other tools and features

# Contact Info

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# Thank You

