

Adobe Acrobat

School District 11

The Acrobat Environment

- User Interface
- Tools/Menus/Commands
- Searching PDF's



Creating PDF files (from Acrobat)

- Acrobat Tools
 - Create PDF Toolbar
 - Read Out Loud
 - Multiple documents
 - From Web Page
- Exporting to PDF
 - Word (Save As)



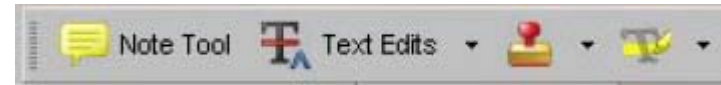
PDF Editing

- Content editing
- Headers and Footers



Commenting Tools

- Note Tool
- Text Edits
- Stamp Tool
- Highlighting Tools
 - Highlight text
 - Cross-Out text for deletion
 - Underline text



Advanced Commenting



- Drawing Tools
- Text
- Pencil
- Eraser
- Attach
- Snapshot Tool




Summarizing Reports

- Document/Summarize Comments

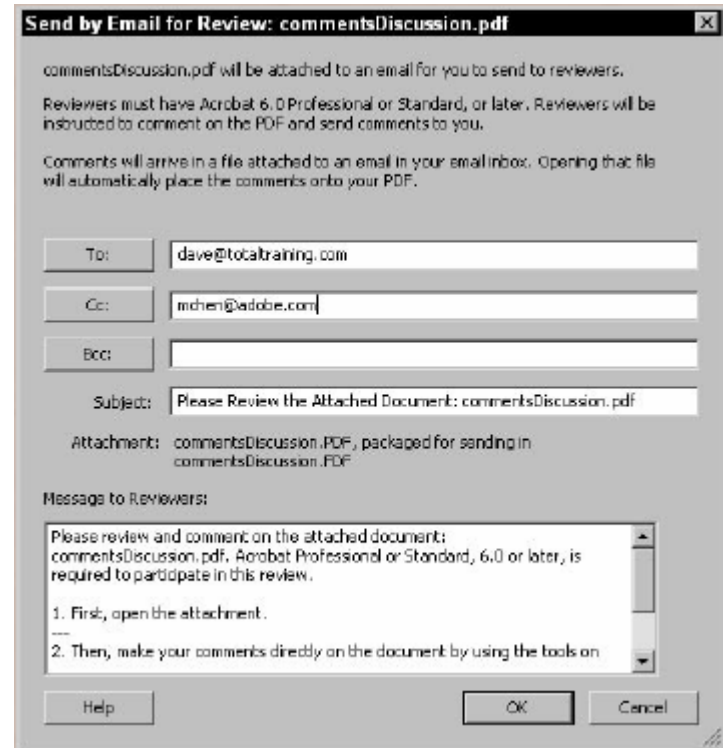
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Summary of Comments on Adobe Acrobat
Page: 5
Author: Jan Martin
Subject: Note
Date: 10/25/2004 9:55:43 AM
 Let's change this top bullet to notepad tool

E-Mail Based Review

- Practice sending files
- Make change and return to sender
- Mark as accepted or rejected



D11 Evaluation Form

- Open Form
- Fill-In Form
- Send form for Comments
- Reply and add comments



TEACHER PERFORMANCE EXCELLENCE RUBRIC

Name/ID Number: _____ School Year: _____
Position: _____ Building/Location: _____
Evaluator(s) Title: _____ Date of Hire: _____
CDE License(s): _____ CDE License(s)
Expiration Date(s): _____

Questions????

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