

Centre for Continuing Education

Adobe Acrobat

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Adobe Portable Document Format (PDF) is the universal file format that preserves all of the fonts, formatting, colours and graphics of any source document, regardless of application or platform. Work through a series of exercises to create and modify PDF files, customise quality, build and distribute document collections.

NB A light lunch is provided with this course.

Daniel undertook computer studies in country NSW and now works as a computer service technician. He has gained valuable skills enabling him to guide users in the reliable use and maintenance of computers. His expertise also extends to the area of desktop publishing with flair to aid the non-graphic designer in the use of Microsoft Publisher and Adobe Acrobat.

COURSE LOCATION: The venue for this course can be found on your tax invoice/receipt under "Course Information". Please allow sufficient time to locate your course venue.

Important: Please be aware there is no free parking on the ANU campus during business hours Monday to Friday. A one-day parking permit may be purchased from the CCE Office (in the Fulton Muir Building) but can only be used in the PERMIT PARKING areas as indicated on your map. However, parking spots are often difficult to find and arrival prior to 9am on the day of your course is advisable if you require parking.

"The views expressed in this course/activity are those of the presenter and do not necessarily represent the views of The Australian National University"

CRICOS Provider #00120C

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