

Adobe Acrobat- Please tick

Yes

No

Have you used the Adobe Acrobat package before?		
Which package and version are you are using? If you are not sure then select the <u>H</u> elp option on the Menu and choose <u>A</u> bout...this will tell you the version. Please note this information is very important for effective Training Needs Analysis.		

Using the key below please put a cross on your current ability and your desired ability or not required.

- 1 Little or no knowledge
- 2 Just enough to complete the task
- 3 Competent
- 4 Competent - no additional training required

Can You?	Current Ability				Desired Ability				Not Req
	1	2	3	4	1	2	3	4	
Convert a Word document to PDF using default settings									
Create Bookmarks									
Add, Delete and move pages									
Mark Text & Graphics with Annotations									
Create PDF forms									
Link document areas using the Articles tool									
Create Digital signatures									
Apply Security to documents									
The above subjects are Introduction level. Do you wish to attend a course at this level?									Yes / No
Create PDF documents from Web pages									
Define page actions									
Add Watermarks & backgrounds									
Add Video and Multimedia elements to pages									
Create external links to other documents and websites									
Use Acrobat Distiller to create PDF's									
Use the Catalogue to index and search for documents									
The above subjects are Intermediate / Advanced level. Do you wish to attend a course at this level?									Yes / No