

Adobe Acrobat

Course Summary

Description

In this course, attendees will learn how to convert documents into Adobe Portable Document Format (PDF) using Adobe Acrobat. All of the fundamentals of Acrobat's cross-platform capabilities to distribute documents efficiently without sacrificing the original design will be fully addressed. You will gain a thorough proficiency in using notes, incorporating text, graphics, movies, creating design forms, as well as learning the functions to link them flawlessly to the Internet. This course is focused on providing a high competence level of understanding of the menu and tools in Acrobat and to be able to use this ubiquitous software with confidence and precision.

Topics

- Navigating the Work Area & Arranging Panels
- Creating PDFs
- Editing & Repurposing PDF Files
- Document Security
- Using Actions
- Enhancing PDF Documents
- Optimizing Files
- Attaching Files
- Collaboration & Review
- Searching PDFs
- Manipulating PDFs
- Creating Interactive PDF Forms
- Using Acrobat in Professional Printing

Audience

This course is designed for anyone wanting to learn how to convert documents into Adobe Portable Document Format (PDF) using Adobe Acrobat.

Prerequisite

Basic knowledge of a Mac or PC computer

Duration

Three Days

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Course Outline

- I. **Navigating the Work Area & Arranging Panels**
 - A. User Interface
 - B. Overview of Menu Bar & Toolbars
 - C. Navigation Tools
 - D. Pane & Task Panes
 - E. Customizing Tools
 - F. Viewing Documents
 - G. Setting Preferences
- II. **Creating PDFs**
 - A. PDFs with Navigation & Security from MS Office
 - B. PDF Creation within Acrobat
 - C. Inserting & Reordering Pages
 - D. Adding Bookmarks
 - E. Assembling Documents Automatically & Numbering Pages
 - F. Capturing Web Pages
 - G. Using Clipboard Images
 - H. Creating PDF Portfolios
- III. **Editing & Repurposing PDF Files**
 - A. Touching up Text & Images in PDF Documents
 - B. Using Text in Word Processing or Layout Applications
 - C. Exporting Spreadsheet Information to Excel
 - D. Extracting Images to use in other applications
 - E. Inserting and Editing PDF pages
- IV. **Document Security**
 - A. Adding & Removing Security
 - B. Using eEnvelopes
 - C. Redacting Text - removing sensitive information
 - D. Adding Digital Signatures
 - E. Sending Documents for others to sign
 - F. Modifying Signed Documents
 - G. Certifying PDF Documents
- V. **Using Actions**
 - A. Automating Tasks in Acrobat
- VI. **Enhancing PDF Documents**
 - A. Examining the Work File
 - B. Moving Pages with Page Thumbnails
 - C. Manipulating Pages
 - D. Renumbering Pages
 - E. Managing Links
 - F. Working with Bookmarks
 - G. Setting Document Properties and Metadata
- VII. **Optimizing Files**
 - A. Reducing File Size of PDF documents
 - B. Using the PDF Optimizer
- VIII. **Attaching Files**
 - A. Document-level Attachments
 - B. Page-level Attachments
 - C. Using Pre-defined Actions
 - D. Sharing Actions
- IX. **Collaboration & Review**
 - A. Setting up an E-mail Based or Shared Review
 - B. Using the Commenting Tools
 - C. Creating Custom Stamps
 - D. Exporting, Importing & Filtering Comments
 - E. Summarizing Comments
 - F. Comparing Documents
- X. **Searching PDFs**
 - A. Finding Words
 - B. Advanced Search Options
- XI. **Manipulating PDFs**
 - A. Cropping Pages
 - B. Sectioning Documents
 - C. Adding Document Links
 - D. Adding Hyperlinks
 - E. Adding Multimedia Files
 - F. Searching & Creating Searchable PDFs
 - G. OCR Text from Scanned Documents
 - H. Adding Watermarks

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Course Outline (cont.)

XII. *Creating Interactive PDF Forms*

- A. Creating Text Fields, Check Boxes, Radio Buttons, Signature Fields,
- B. List Boxes and Buttons
- C. Formatting Form Fields
- D. Creating Calculating Fields
- E. Using Hidden Fields
- F. Applying Actions
- G. Using JavaScript
- H. Replicating Forms
- I. Enabling Forms for Adobe Reader Users

XIII. *Using Acrobat in Professional Printing*

- A. Creating PDF Files for Print and Prepress
- B. Guidelines for Creating Print-ready PDF files
- C. Preflighting Files
- D. Working with Transparency
- E. PDF Standards
- F. Flattening Options in the Flattener Preview Dialog Box
- G. Setting up Color Management
- H. Previewing the Print Job
- I. Advanced Printing Controls