



COURSE DESCRIPTION

On this hands-on course you will learn to create, edit, combine, secure and share Adobe PDF documents before moving onto more advanced features, such as the collaboration tools, and creating PDF forms. No prior experience of Acrobat is needed. **Live face-to-face instructor – still the best way to learn!**

DETAILED COURSE OUTLINE

INTRODUCING ADOBE ACROBAT

- About PDFs
- About Adobe Acrobat and Adobe Reader
- Using PDF on the web
- Opening a PDF file
- Working with the toolbars
- Working with task panes
- Using keyboard shortcuts to select tools
- Navigating PDF documents
- Viewing PDF presentations in Full Screen mode
- Viewing PDF files in Read mode
- Designing documents for online viewing
- Customizing the Quick Tools toolbar
- Creating a custom tool set

CREATING ADOBE PDF FILES

- About creating Adobe PDF files
- Using the Create command
- Dragging and dropping files
- Converting different types of files
- Using PDFMaker
- Using the Print command to create Adobe PDFs
- Reducing file size
- Optimizing PDF files (Acrobat Pro only)
- Scanning a paper document
- Making scanned text editable and searchable
- Converting email messages to PDF (Windows)
- Converting web pages to Adobe PDFs

READING AND WORKING WITH PDF FILES

- Changing the opening view
- About the onscreen display
- Reading PDF documents
- Searching PDF documents
- Printing PDF documents
- Filling out PDF forms
- About flexibility, accessibility, and structure
- Working with accessible documents
- Using Acrobat accessibility features
- Sharing PDF files

ENHANCING PDF DOCUMENTS

- Examining the work file
- Moving pages with page thumbnails
- Manipulating pages
- Renumbering pages
- Managing links
- Working with bookmarks
- Setting document properties and metadata

EDITING CONTENT IN PDF FILES

- Editing text
- Working with images in a PDF file
- Copying text and images from a PDF fill
- Exporting PDF content to PowerPoint
- Saving PDF files as Word documents
- Extracting PDF tables as Excel spreadsheets

USING ACROBAT WITH MS OFFICE

- About Acrobat PDFMaker
- Converting Microsoft Word files to Adobe PDF
- Converting Excel documents and starting a review
- Converting PowerPoint presentations
- Converting web pages from Internet Explorer

COMBINING FILES

- About combining files
- Selecting files to combine
- Arranging pages
- Merging the files

ADDING SIGNATURES AND SECURITY

- Viewing documents in Protected Mode (Windows only)
- About security
- Viewing security settings
- Adding security to PDF files
- About digital signatures
- Creating digital signatures
- Signing a document digitally
- Modifying signed documents
- Certifying PDF files
- Signing certified documents
- Exploring on your own: Using security envelopes

USING ACROBAT IN A REVIEW CYCLE

- About the review process
- Adding comments to a PDF document
- Working with comments
- Initiating a shared review

WORKING WITH FORMS IN ADOBE ACROBAT

- Converting PDF files to interactive PDF forms
- Adding form fields
- Distributing forms
- Collecting form data
- Working with form data
- Exploring on your own: Calculating and validating numeric fields

USING FORMSCENTRAL

- About FormsCentral
- Creating a form from a template
- Distributing a form
- Tracking a form
- Creating a form from scratch



DETAILED COURSE OUTLINE (CONT.)

USING ACTIONS

- ⌚ About actions
- ⌚ Using predefined actions
- ⌚ Creating an action
- ⌚ Sharing actions

USING ACROBAT IN PROFESSIONAL PRINTING

- ⌚ Creating PDF files for print and prepress
- ⌚ Preflighting files
- ⌚ Working with transparency
- ⌚ Setting up color management
- ⌚ Previewing your print job
- ⌚ Advanced printing controls

Our outlines are a guide to the content covered on a typical class. We may change or alter the course topics to meet the objectives of a particular class.