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TRAINING

Adobe Acrobat

Duration: 1 day

Prerequisites

Delegates must be confident with PC or Mac environments. We recommend you briefly familiarise yourself with Acrobat before attending by downloading the trial version.

This one-day Adobe Acrobat training course helps users to understand and apply the power of Adobe Acrobat for creation, management, searching, distribution and archiving of electronic documents.

This course targets end-users or anyone who aims to further understand the functionality of Acrobat.

This is a hands-on exercise based course.

Objectives

After this Adobe Acrobat training course, delegates will:

- Understand the Adobe Acrobat interface
- Be able to make and optimise PDFs
- Know how to edit existing PDF files
- Be able to make interactive PDF forms

Course Content

Introducing Adobe Acrobat

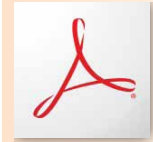
- The Purpose of PDF files
- Components of Acrobat Suite

The Acrobat Interface

- The Welcome Screen
- Viewing and Moving around a document
- Toolbars
- Navigation Panels

Creating PDFs

- From a file
- From Multiple files
- From a Scanner
- From a Web page
- From other applications
- Using Acrobat Distiller



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Related Courses

InDesign: 2 days

Illustrator: 2 days

Photoshop: 2 days

Advanced Photoshop: 2 days

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Adobe Acrobat (continued)

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Customizing Adobe PDF Output Quality

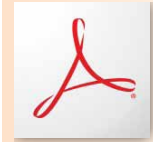
- Controlling PDF output quality
- Using default & custom compression settings
- Optimising PDFs
- Modifying PDF documents
- Generating and editing bookmarks
- Creating links
- Generating links from URLs
- Inserting, Extracting, and Deleting pages
- Exporting PDF files
- Setting file security
- Setting Initial View
- Adding Page Transitions

Acrobat in a document review cycle

- Using the Commenting tools
- Using the Mark Up tools

Creating interactive forms in a PDF

- Creating forms
- Editing forms



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