



Acrobat 101: Rookie



Level: Introduction
Duration: 2 Days
Time: 10 AM - 5 PM
Cost: Call for details

Overview

- The PDF Maker
- Generating PDF's from web pages
- Creating PDF from image formats
- Headers/footers & watermarks
- Navigating from within Acrobat
- Editing & converting text
- Export data from inside a PDF
- Optimise your PDF file
- RedAct your files
- Secure your PDF file

Description

Improve the way in which you create, combine, distribute and share Adobe PDF documents with this highly acclaimed introduction course. We concentrate on the major areas of Adobe Acrobat - create, combine, edit and secure and a few surprises! Learn the basics of Acrobat and more in just 2 days.

Who is this course for?

This Adobe authorised Acrobat Training Course is excellent for beginners and those who are new to Acrobat software. This course is intended for people working or planning to work with the de-facto Adobe PDF format and Adobe Acrobat. This could cover virtually any industry.

Assumed Knowledge

We will assume little or no prior knowledge of Acrobat in this course but you should have a basic working knowledge of either the Windows or Mac interface as well as exposure to either Microsoft Word, Excel or PowerPoint.

What you will learn

Upon successful completion of this course, students will be able to Generate PDF documents, Understand different PDF conversion options, Evaluate integration with Microsoft Office, Combine PDFs, Extraction of information, Editing content, Understand forms features, Secure PDF files.

Outline

Create PDF from Microsoft Office

- Generate PDFs from Microsoft Office
- The PDF Maker
- Embedding bookmarks, TOC, links

Document repurposing

- Powerpoint to PDF presentations
- HTML pages to PDF

Acrobat Distiller

- Create low and high quality PDFs
- Impact of resolution and font embedding
- PDF versioning

Generating PDF from Web pages

- Conversion options
- Selection mode
- Output control
- Embedded media settings
- Flash control

Combining PDFs

- Combine PDFs into single file
- Combine PDFs into PDF Portfolio
- Advantages of single files
- Advantages of PDF Portfolio
- PDF Portfolio deep dive

Layout modes

- Appending different media

- Customising Portfolio
- Home, index and list modes
- Upload to Acrobat.com

The Organiser

- Explore the organiser
- Favourite places
- Exploring metadata
- Network places

Navigating

- New customised toolbars
- Reset workspace
- Navigating views and pages
- Keyboard shortcuts

Editing and repurposing

- Use the touch-up text tool
- Change properties
- RepurposeExport data from insi
- Save out images
- Document wide extraction
- Conversion options

Secure your PDF file

- Different types of Acrobat security
- Security Policies
- Applying security and testing
- Password and permissions restrictions
- Removing security
- Acrobat 8.2.3 security implications

Optimise your PDF file

- Check for file content
- Reduce image size and compression
- Edit font embedding and remove metadata
- Flatten forms fields, remove comments

Acrobat.com

- Hosted Adobe service
- Connect as repository
- Product overview
- Creating a user account
- Remote presentations
- Gaining control of users desktop
- Chat and communication pods
- Adobe Buzzword
- File Manager and uploading

Adobe PDF Forms generation

- Generating a simple PDF (Acro) Form
- Discussing Adobe Lifecycle Designer
- Examples of Form field recognition
- Understanding form field types
- Recycle fields across documents
- Repeating fields and form logic
- Naming fields and workflow considerations
- Form logic and validation
- Using simplified field notation
- Mandatory form entry and options
- Sending a forms workflow message
- Configure the reset, print and submit buttons
- Personal or workgroup form distribution
- Submitting and saving data with Adobe Reader
- Using the forms tracker
- Adobe Reader Extensions
- Collecting data and analysis
- Filtering and sorting results
- Response file and PDF Portfolio
- Merging older responses into current
- Exporting to CSV and XML