

Introduction to Adobe Acrobat

Duration: 1 Day

OBJECTIVES

This course provides document authors, technical support staff and others with the skills needed of the many and varied uses of PDF files and Acrobat. Please note that the course topics below are for Acrobat Professional and will be reduced for the Standard or Elements versions.

PRE-REQUISITES

A knowledge of the chosen operating system (Mac OSX or Windows) and the source application from which PDF files will be created e.g. Microsoft Word, Quark XPress, Adobe InDesign etc.

COURSE OUTLINE

Overview of Acrobat Family

- What is PDF?
- What is Acrobat? Adobe Reader vs Acrobat Pro

Creating PDFs

- From MS Office
- From InDesign, QuarkXPress and Illustrator
- From JPEG, TIFF, PNG and text files
- Generating PDFs from web pages
- Scans and OCR
- Generating PDFs from the clipboard
- Merging PDFs, combining PDFs and converting PDFs
- PDF portfolios
- Output of PDFs to MS Office

Using Acrobat Distiller to create PDFs

- Advantages of the Distiller method
- Identifying Distiller settings for high and low resolution PDFs

The Acrobat environment

- Task based menu
- Toolbars
- Tabs
- Page display and navigation
- Document properties
- Automation of tasks

Page manipulation

- Adding, deleting and replacing pages
- Rearranging, extracting and rotating pages
- Headers and footers

Commenting

- The commenting process
- Commenting toolbar and tools

- Comment management, collating and tracking
- Enabling for Reader
- The Review process

Advanced Editing

- Cropping pages
- Touch up Text and Touch up Object Tools
- Font management issues
- Placing Multimedia clips in a PDF
- Bookmarks
- Links to pages, other documents and hyperlinks
- Articles

Introduction to Forms

- The Form Wizard
- Creating basic form fields
- Form field attributes
- Collating form data to a spreadsheet

Optimising PDFs

- Re-saving PDFs from version control
- File size reduction
- Font embedding

Document production

- Optimising and Usage Audit
- Print production - pre-flighting and colour
- Batch processing
- Document comparison

Document security

- Simple password security
- Security policy - Certificates, ID and Signature
- Redaction

Accessibility

- Basic tagging and content flow
- Search and export results