



Adobe Acrobat

Full Day Course





Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
- Instructor-Led Online Training
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- Customised Courses



Tel: (07) 3325 3267

Fax: (07) 3264 4488

Post: PO Box 731

Albany Creek QLD 4053

Email: info@envisagetraining.com.au

Web: www.envisagetraining.com.au

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Duration: 1 Full Day

Who should attend?

The skills and knowledge acquired in Adobe Acrobat Version 8 are sufficient to be able to use and operate the software at an efficient level. Adobe Acrobat Version 8 is designed for users who are keen to extend their understanding and knowledge of using Adobe Acrobat to create and manipulate PDFs.

Course Pre-requisites:

Adobe Acrobat Version 8 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Course Outcomes:

At the completion of Adobe Acrobat Version 8 you should be able to:

- start Acrobat, open PDFs and have a basic understanding of the interface
- locate, view and print PDF documents
- create PDFs from within Acrobat
- create PDFs from outside Acrobat
- perform many page-level functions
- select and edit content in a PDF
- create PDF forms using the Forms tools
- create forms from scratch and from a template in LiveCycle Designer
- create bookmarks, interactive links and buttons
- perform searches and create indexes
- work with the Acrobat review and commenting features
- work confidentially with the many security options available in Acrobat

Topics Covered:

Getting Started

- About Acrobat and PDF
- Starting Acrobat
- Opening A PDF File
- The Acrobat Interface
- Using Menus
- Using Toolbars
- Using the Navigation Pane
- Exiting Acrobat

Viewing and Printing PDFs

- About Navigation
- Using Navigation Tools
- Changing Views
- Using the Zoom Tools
- Splitting Documents into Multiple Views
- Working with Multiple Documents
- About The Organizer
- Working with the Organizer
- About The Print Dialog Box
- Printing A PDF Document

Creating PDF Files in Acrobat

- Creating a Simple PDF
- Creating A PDF from A Blank Page
- Creating A PDF from Multiple Files
- About PDF Packages
- Creating A PDF Package
- Creating PDFs from Web Pages in Acrobat
- Appending Linked Pages to Existing PDFs
- Creating PDFs from Clipboard Images
- Creating Attachments
- Managing Attachments
- Creating PDFs from Scans

Creating PDFs outside Acrobat

- About PDF Maker
- About Office Programs' Conversion Options
- Creating PDFs in Office Applications
- Creating PDFs Using the PDF Printer Driver
- Creating PDFs from Windows Explorer
- Creating PDFs from Web Pages
- Using the Adobe PDF Explorer Bar
- About Adobe Distiller Settings
- Creating a Postscript File in Word
- Creating PDFs Using Distiller

Working with PDF Pages

- Modifying the Pages Panel
- Inserting and Deleting Pages
- Extracting Content
- Replacing Pages
- Cropping Pages
- Rotating Pages
- Editing A PDF Package
- Renumbering Pages
- Adding Headers and Footers
- Adding Watermarks
- Adding Backgrounds

Working with PDF Content

- Editing Text
- Adding New Blocks of Text
- Changing Text Properties
- Placing Images or Objects
- Moving Text and Objects
- Copying Content to the Clipboard
- Selecting Tabular Content
- Adding Articles

PDF Forms

- About PDF Forms
- About Acrobat's Form Tools
- About Form Field Properties
- Adding Text Fields
- Creating Multiple Copies of Fields
- Changing Field Properties
- Adding Numeric Fields
- Copying and Pasting Fields
- Adding Calculating Fields
- Adding Hidden Fields
- Adding Radio Buttons
- Adding Combo Boxes
- Adding A Submit Button
- Adding Reset and Cancel Buttons
- Testing Your Form
- Distributing Forms
- Managing Form Data

PDF Forms and Designer

- Starting Adobe LiveCycle Designer
- About The Adobe LiveCycle Designer Window
- Setting Up and Using Drawing Aids
- Adding Fields
- Changing Field Properties
- Assignment – Adding Fields
- Creating Multiple Copies of Fields
- Adding Borders, Lines and Shading
- Creating a Form from a Template

Adding Navigation Features

- Creating Bookmarks in a Source Document
- Creating Bookmarks Manually
- Selecting Bookmarks
- Creating a Bookmark Hierarchy
- Changing Bookmark Appearance
- Creating Links in the Source Program
- Adding Links to A PDF
- Modifying Links
- Drawing Buttons
- Duplicating Buttons
- Creating Rollover Buttons
- Adding Multimedia

Searching PDF Documents

- Finding Words
- Searching Multiple PDFs
- Performing an Advanced Search
- Preparing an Index
- Building an Index
- Searching Using an Index

Working Collaboratively

- Accessing Commenting and Mark-up Tools
- About The Commenting Tools
- Adding Sticky Notes
- Modifying Notes' Appearances
- Adding Text Edit Comments
- Adding Drawing Tools' Comments
- Inserting Digital Identity Stamps
- About Acrobat's Managed Reviews
- Initiating an Email-Based Review
- Returning a Reviewed PDF
- Merging Reviewed Comments
- Working With the Comments List
- Managing Comments
- Summarising Comments
- Exporting Comments to a Word Document
- Securing Your Documents**
- About Document Security
- Adding Passwords to Documents
- Changing Password Protection
- Adding Permissions Passwords
- Creating a Self-Signed Digital ID
- Certifying A PDF
- Digitally Signing PDFs
- Exporting a Digital ID
- Verifying a Digital Signature
- Encrypting For Certain IDs Using Certificates
- Creating a User Security Policy
- Applying a Security Policy
- Sending Files as a Secure Attachment