

# An Advanced Workshop in Adobe Acrobat

- Course Title :** Adobe Acrobat Advanced Workshop
- Duration :** 1 Day
- Pricing :** Basic: 1 person \$750, 2 people \$830 - [see web site for full details](#)
- Pre-requisites :** Strong working knowledge of Adobe Acrobat.
- For Whom:** The course is intended for people who wish to extend their control over Adobe Acrobat documents.
- Course Objectives:** At the conclusion of the training participants will be able to -
- Apply advanced security features
  - Export text and images from a PDF
  - Create and use custom stamps
  - Understand the Acrobat document structure
  - Batch process multiple documents
  - Handle Asian text issues
  - Address accessibility issues
  - Customise Acrobat
- Course Design:** This workshop is part of our FastTrack Training scheme.
- Training is undertaken in a one-on-one situation, or with a small group from the same workgroup. Throughout the course, the instructor will fully demonstrate and explain each new concept. This demonstration and explanation, coupled with plenty of practical exercises ensures that participants are able to meet the course objectives.
- Participants are encouraged to bring samples of their work, both hard copy and on disk to the workshop, as well as a list of questions.
- Notes are provided to each participant to take away at the conclusion of the training and each participant will have the exclusive use of a computer for the duration of the course.

# Course Outline

## ADOBE ACROBAT - 1 DAY ADVANCED WORKSHOP

### ADVANCED SECURITY

- Review basic security
- SelfSign Security and workgroups
- Digital Signatures
- Verifying Signatures
- Distributing certificates
- Encrypting PDF's
- 3<sup>rd</sup> Party Add ons

### BATCH PROCESSING

- Overview
- Running a batch
- Editing existing processes
- Creating new batch processes

### REPURPOSING DOCUMENTS

- Types of PDF's
- Structured PDF's
- Tagged PDF's
- Reflowing content

### USING PDF CONSULTANT

- Detect and Remove elements
- Optimising space
- Auditing Space usage

### ASIAN TEXT

- Asian language PDF's
- Embedding Asian fonts
- Rasterising Asian fonts
- Viewing in Acrobat Reader
- Middle East and east european fonts

### STAMPS

- Creating custom stamps
- Sharing stamps
- Using Page Templates

### ACROBAT PREFERENCES

- Display
- Comments
- Full Screen View
- Touch-up editors
- General Options

### EXPORTING

- Exporting Text
- Exporting and Editing images
- Expoting and importing comments
- Form Data

### ADVANCED EDITING

- Working with Adobe Illustrator
- Working with Adobe Photoshop
- Acrobat Versions

### MANAGING COLOUR

- Colour Management systems
- Managing colour in Acrobat
- Preview overprinting
- Managing Colour at print time
- Soft Proofing
- Exporting to EPS and Postscript

### ACCESSIBILITY

- Using screen readers with Acrobat
- Keyboard shortcuts
- Accessibility preferences

COMPUTER  
**WorkGroup**  
TRAINING

 **Adobe**  
Solutions Network  
Authorised Training Centre