

A Workshop in Acrobat Capture

- Course Title :** Adobe Acrobat Capture Workshop
- Duration :** 1 Day
- Pricing :** Basic: 1 person \$750, 2 people \$830 - [see web site for full details](#)
- Pre-requisites :** Familiarity with Adobe Acrobat and scanners.
- For Whom:** The course is intended for people who wish to create Acrobat documents through high volume scanning and conversion, set up Capture clusters and control the conversion process.
- Course Objectives:** At the conclusion of the training participants will be able to -
- Scan to an Acrobat document
 - Convert image files to editable text PDF's
 - Set up workgroups and hubs
 - Create and use templates
 - Use the QuickFix tools to correct capture suspects
 - Create and edit zones in a document
 - Configure and troubleshoot workflows
 - Monitor workflows
- 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 CAPTURE - 1 DAY WORKSHOP

OVERVIEW

- What is Adobe Acrobat Capture?
- The Acrobat Capture work area

SCANNING PAGES

- Setting up scanners
- Scanning to folders
- Scanning to workflows

WORKFLOWS

- Overview
- Templates
- Workflow Design
- Configuring Workflows
- Inserting Steps
- Duplicating Workflows
- Editing Workflows

SUBMITTING DOCUMENTS

- Options
- Scanning documents
- Submitting directly
- Watched folders
- Page Files

ZONES

- Zone Tool
- Zone work areas
- Page Images
- Zones
- Zone Clusters
- Using Templates

QUICKFIX TOOLS

- OCR
- Suspects
- QuickFix work area
- Suspect lists
- Correcting suspects

REVIEWING DOCUMENTS

- Reviewing Text and Graphics
- Reviewer work area
- Checking and correcting
- Editing documents
- Creating Dictionaries
- Correcting colours

MONITORING WORKFLOWS

- Overview
- Document processing
- Lists
- Monitoring Workstations
- Monitoring Workgroups
- Event Logs

MANAGING WORKGROUPS

- Workgroup Setup
- Managing a Workgroup
- Locating the Hub
- Multiple Workgroups
- Optimising Hardware
- Tuning Steps
- Troubleshooting Workgroups

CONFIGURING CAPTURE

- Configuring Capture Images
- Configuring Exports
- Configuring Filters
- Configuring Mail

COMPUTER
WorkGroup
TRAINING

 **Adobe**
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