

# An Introduction to Acrobat 7 Professional

<b>Course Title :</b>	Adobe Acrobat Introductory Workshop
<b>Duration :</b>	1 Day
<b>Pricing :</b>	Basic: 1 person \$750, 2 people \$830 - <a href="#">see web site for full details</a>
<b>Pre-requisites :</b>	Familiarity with Computers.
<b>For Whom:</b>	The course is intended for people who wish to create Acrobat documents for dissemination to other users, to review Acrobat documents and to use features of Acrobat to enhance the documents.

**Course Objectives:** At the conclusion of the training participants will be able to -

- Create an Acrobat document
- Navigate through a PDF file
- Select security options for their documents
- Control font usage in the document
- Create bookmarks and Thumbnails
- Create an Acrobat Form
- Markup documents for review
- Create and use indexes
- Create an Acrobat Presentation

**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

## ACROBAT 7 PROFESSIONAL - 1 DAY INTRODUCTORY WORKSHOP

### OVERVIEW

- What is Adobe Acrobat?
- Value of PDF's
- The Acrobat family
- Creating PDF's.
- Easy Navigation
- Yes, PDF's can be edited

### THE ACROBAT WORKING ENVIRONMENT

- Using Acrobat tools
- Customising Acrobat toolbars
- Using Acrobat palettes
- Navigating a document
- Using the online Adobe Acrobat help
- Printing PDF's

### CREATING A PDF DOCUMENT

- Adobe PDF Printer
- Creating from other Adobe products
- Converting Microsoft Office documents
- Converting Paper documents
- Converting Web Pages
- Creating from multiple files

### CREATING NAVIGATIONAL STRUCTURES

- Creating and using thumbnails
- Creating and using bookmarks
- Creating Hyperlinks
- Creating a cross-document link
- Using articles

### CHANGING PDF DOCUMENTS

- Moving and adding pages
- Editing text and images
- Copying Text from a PDF
- Converting a PDF file to an image format
- Replacing a page
- Combining Acrobat documents

### CONTROLLING PDF OUTPUT QUALITY

- Controlling PDF output quality
- Distiller Job Options
- Compression and resampling
- Using watched folders
- Distributing Job Option settings

### COMMENTS

- Working with comments
- Summarising comments
- Filtering comments
- Importing and Exporting comments

### SECURITY

- Protecting the document
- Digital Signatures
- Sign & Save option
- Reviewing Versions

### BASIC FORMS

- Working with forms online
- Adding form fields
- Filling out the fields

### CAPTURE FROM WEB AND PAPER

- Scanning Documents
- Converting to text
- Reviewing suspect words
- Converting a Web page to PDF
- Conversion Options
- Updating converted pages

### EXTRACTING CONTENT

- Converting to other formats
- Extracting Images
- Editing image content
- Photoshop & Illustrator PDF's

### ACROBAT SEARCH & CATALOG

- Using the Search Pane
- Selecting an Index
- Search Techniques
- Creating Indexes

### ACROBAT AS A MULTIMEDIA PRESENTATION TOOL

- Using and adding buttons
- Determining the opening display of a document
- Using movies & sounds in PDF files

### PRINTING & PREPRESS

- Soft Proofing Colours
- Preflighting PDF's
- PDF/X Compliancy

COMPUTER  
**WorkGroup**  
TRAINING

 **Adobe**  
Solutions Network  
Authorised Training Centre