

An Introduction to Acrobat 7 Standard

- Course Title :** Adobe Acrobat 7 Standard Introductory Workshop
- Duration :** 1 Day
- Pricing :** Basic: 1 person \$750, 2 people \$830 - [see web site for full details](#)
- Pre-requisites :** Familiarity with Computers.
- For Whom:** 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. Typically they will be familiar with office applications such as Microsoft Word or Excel.
- 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 STANDARD - 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

- The adobe PDF Printer
- Converting Microsoft Office documents
- Converting Paper documents
- Creating PDF documents in Outlook
- Creating from multiple files
- Converting Web Pages

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
- Adding Headers & Footers
- Adding Backgrounds & Watermarks
- Renumbering pages

CONTROLLING PDF OUTPUT QUALITY

- Controlling PDF output quality
- Distiller Job Options
- Compression and resampling

COMMENTS

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

SECURITY

- Protecting the document
- Digital Signatures
- Email options
- 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 with OCR
- Reviewing suspect words
- Converting a Web page to PDF
- Conversion Options
- Updating converted pages

ACROBAT SEARCH & CATALOG

- The search Pane
- Document Collecteions
- Selecting an Index
- Search Techniques
- Creating Indexes

ACROBAT AS A MULTIMEDIA PRESENTATION TOOL

- Using and adding buttons
- Adding a Go to View button
- Determine the opening display of a PDF
- Combining buttons and page actions
- Creating special effects on buttons
- Using movies and sounds in PDF files
- Using the Show/Hide Field action

DISTRIBUTING PDF DOCUMENTS

- Distributing PDF documents
- Adding Acrobat Reader installers

COMPUTER
WorkGroup
TRAINING

 **Adobe**
Solutions Network
Authorised Training Centre