

Adobe Acrobat DC Introduction

1 Day Course

Overview

This course is designed to introduce delegates to Adobe Acrobat's Portable Document Format (PDF) - the industry standard for electronic document exchange. Learn how to convert documents into PDF format whilst maintaining page layout and preventing changes to documents, even if they are shared with others. You will create, edit and combine PDF files, add navigation, optimise fonts and images to ensure a small file size and cross platform compatibility.

Audience

Anyone needing to create, edit and distribute documents using this format.

Course Objectives

By the end of this course, attendees will be able to:

- Convert documents, in a number of different ways, into a PDF and modify them
- Work with multiple PDFs
- Protect documents from printing or changes
- Optimise PDFs for different uses (e.g. CD, print, pre-press, website)
- Make large documents navigable using bookmarks and hyperlinks



Prerequisites

No prior knowledge of Acrobat is assumed.

Course Contents (1 days)

- What is Adobe Acrobat
 - Overview of Reader, Distiller & Catalog
 - What can Acrobat produce – Limitations
 - Explore the interface
- Creating a PDF file
 - Using PDFMaker
 - Printing to PDF from Microsoft Office
- Distiller
 - Acrobat Distiller vs. PDFWriter
 - Distiller's preset job options
 - Using Open as PDF
 - Embedding fonts
 - Colour management issues
- Acrobat basics
 - Moving through documents
 - Zooming in and out
 - Screen modes – Home, Index, List
 - Searching a document & indexes
 - Setting preferences
- Navigation controls
 - Using bookmarks & thumbnails
 - Work with Links
 - Define articles
 - Using articles for navigation
 - Page actions
 - Using links and buttons
 - Keyboard shortcuts
- Editing PDF files
 - Modifying/Formatting text
 - Selecting and moving graphics
 - Pencil and Line tools
 - Insert, Delete, Extract & Move pages
 - Headers and Footers
 - Page numbering
 - Watermarks
 - Cropping pages
 - Attaching Notes and Files to documents
 - Adding multimedia
 - Accessibility

- Comments (text and graphical)
 - Highlighting and marking
 - Exporting and importing comments
 - Reviewing comments
 - Changing comment authors
- Working with multiple PDF documents
 - Combine multiple PDFs into one file
 - Combine into a Portfolio
 - Redact PDFs
 - Search multiple documents
- Security
 - Document Security, Passwords and Permissions
 - Digitally sign a document
 - Verify an ID
 - Adobe LiveCycle Rights Management ES encryption
- Distributing PDFs
 - Emailing from Acrobat
 - Exporting to Microsoft Office
 - Optimising files - compacting
 - Specifying how documents open
 - Using full-screen mode
 - Embedding searchable information
 - Checking spelling

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.