

# Adobe Acrobat Professional - Portfolios

**Duration:** Half Day

## Course Objective

This course will provide students with the knowledge of creating Acrobat PDF portfolios using the latest Adobe Acrobat Version. At the end of the course participants will be able to organize documents of different types (i.e. excel, word, video jpg etc) effectively using portfolio, whilst being able to edit, search, insert new files and folders and establish layouts accordingly to develop interactive and web based portfolio.

## Target Audience

Anyone wishing to use the capabilities of the Acrobat PDF format whilst sharing large documents from different applications either by email or the web.

## Pre Requisites:

A basic understanding of the computer operating system you are using and prior knowledge of Acrobat Ver. 7 or 8 or 9 will be a definite advantage. However, new users are welcome.

## Course Content

### Introduction

- Overview of the new interface
- What is a Portfolio?
- Why use Portfolios?
- Understanding the independency of source files

### Creating Portfolio

- Working with the portfolio panel
- Getting used to the existing Layouts
- Adding files and folders to your portfolio
- Removing files and folders from your portfolio
- Adding Web content
- Creating folders inside portfolio
- Working with portfolio headings
- Inserting images into your portfolio
- Portfolio background
- Color palette
- Previewing component files

### Editing Portfolio

- Change individual files
- Sort component files

### Searching

- Search one or all files in a PDF Portfolio

### Distribution

- Sharing PDF Portfolio with others and be sure that they are getting all the component parts
- Introducing SendNow as a distribution method

### Conclusion