



Adobe Acrobat Professional - Jumpstart

Duration: 3 Days

Course Objective

This course will provide students with the knowledge and skills to access information available in PDF documents. Participants will use office applications to create PDF documents and identify techniques to modify PDF documents. They will also work with multiple PDF documents, initiate review process, and participate in PDF reviews. Improve the way in which you create, combine, secure, add rich interactive content, creating portfolio, distribute and share Adobe PDF with this highly acclaimed course.

Target Audience

Professionals wishing to leverage the capabilities of the PDF format in the Corporate, Professional Design and Printing Industry using the latest Adobe Acrobat Software.

Prerequisites

Participants should have a basic understanding of operating system they are using and Microsoft Office.

Course Content

Day 1

Introduction

- What PDF is and the toll it has taken in businesses worldwide
- Working with the new interface
- Using the exercise files
- Opening Documents and moving them around
- Working with the toolbars
- Working with the panels
- Customising the toolbars with Quick tools
- Using the pages panel to navigate
- Selecting and copying text and Graphics
- Rotating Pages
- Changing the viewing options
- Reviewing preferences
- Finding Words and phrases quickly
- Searching a PDF and working with the search panel
- Sharing PDFs by email and with Adobe SendNow

Creating PDFs

- Creating PDFs from Microsoft Office Products
- Creating PDFs from Creative Suite applications
- Creating PDFs from within Acrobat Pro
- Creating PDFs from a Web Site
- Creating PDFs from the Clipboard

Editing PDF Content

- Editing Text
- Adding Text
- Editing images and Graphics
- Changing the Page number display
- Digitally signing PDFs
- Cropping pages and Documents

Enhancing PDFs

- Adding Watermarks
- Adding page backgrounds
- Adding page numbers
- Adding headers and footers
- Adding Bookmarks
- Attaching file to PDFs
- Adding Metadata
- Optimising a PDF for file size and Compatibility
- Creating initial view settings

Day 2

Adding Rich Media and Interactivity

- Adding hyperlinks to URLs
- Creating link with the Link Tool
- Working with interactive actions
- Creating and adding Buttons
- Adding Video, Sound and SWF files
- Adding page transition

Combining and rearranging PDFs

- Extracting pages
- Splitting a PDF into multiple files
- Inserting pages from file and other sources
- Moving copying and replacing pages
- Combining PDFs

Extracting and converting Contents

- Exporting text
- Exporting images
- Exporting PDFs to Microsoft Word
- Exporting PDFs to Microsoft Excel

Creating and Working with Portfolios

- Working with Portfolios
- Creating Portfolios
- Customising Portfolios
- Optimising backward compatibility

Getting Started with Forms

- Creating an interactive form
- Working with form fields

- Editing field properties
- Distributing and collecting forms
- Enabling Reader to save form data

Working with Comments in PDFs

- Adding sticky notes and other annotations
- Using the drawing mark-up tools
- Viewing filtering and replying to comments
- Printing summarising and exporting comments
- Exporting comments to word for windows
- Enabling extended commenting in Acrobat Reader

Managing PDF Reviews

- Understanding the different review processes
- Using the email review process
- Conducting a shared review with Acrobat.com
- Using the review tracker
- Using the 'Collaborate Live' review process

Day 3

PreFlighting and Print Production

- Reviewing the print production tool
- Previewing color separations
- Using the object separator to learn details
- Working with the preflight dialogue box
- Fixing hair lines
- Converting colors
- Saving as a standard-compliant PDF

Scanning and Optical Character Recognition OCR

- Scanning a paper document to PDF
- Setting up optimisation options
- Recognising text in a scanned PDF
- Reviewing and correcting OCR suspects

Automating Routine Tasks

- Using the built in actions for automation
- Editing actions
- Creating new actions
- Sharing actions with others

Protecting and Securing PDFs

- Choosing a security method
- Password protecting a PDF
- Securing a PDF with a certificate
- Creating digital ID
- Removing sensitive content with the redaction feature
- Revealing and clearing hidden information



Adobe Reader X and Acrobat.com

Opening and navigating PDFs in Reader

Adding Comments

Viewing extended features

Digitally signing a PDF

Sharing PDFs

Using Acrobat.com - What it is and why use it.

Conclusion