



Adobe Acrobat 9.0 Productivity

Duration: 3 Days

Overview:

This three-day hands-on course aims at introducing the PDF format as a productivity tool in office work environment. Beyond the simple PDF file creation operations, this course shows how to use the various features built-in the Adobe Acrobat Professional software to increase collaborative work productivity. This will cover, form creations, review cycles, signature as well as security. The target Audience is anyone who wish to increase their productivity in office environment through the use of the PDF format.

Pre Requisites:

Intermediate computing experience on office applications.
A basic understanding of the computer operating system you are using.

Curriculum

DAY 1

Lesson 1

Introduction PDF as a World Class Standard, Various PDF creation tools
How to leverage the power of PDF.

Lesson 2

Work Area Menus
Toolbars
Navigation Panel

Lesson 3

PDF Creation Blank from Acrobat
External Applications ; From Microsoft Office From Emails, From Web Pages

Lesson 4

Managing PDF Files General

- Display
- Search
- Print
- Links
- Bookmarks



Basic Editing
Getting Information
PDF Types

DAY 2

Lesson 5

Advanced Editing Online Viewing
File Size Optimisation
Image Export
Image Editing
Retrieve text & Pictures
Editing Text
PDF Inserts
Links

Lesson 6

About Security
Permissions
Signatures
Certificates

DAY 3

Lesson 7

Review Cycle About Review Process
Preparing a Document for Review
Applying Comments and Mark-ups
Summarizing Comments
Collaboration

Lesson 8

Forms Creating a Form
Fields
Calculations
Distribution
Tracking