Dynamic web training
The Ultimate Training Experience

Adobe Acrobat Training
Acrobat Pro Introduction

Who Should Do This Course?

Office personnel at all levels who need to share documents with others. Participants typically have experience using office productivity applications, such as a word processor or spreadsheet program, but have no formal training using Acrobat.

Duration: 1 day

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: *Refer to our website for current course and package pricing*

After the course?

Each student will receive:

• Certificate of completion

• Training manual

• 12 months FREE email support

• FREE class re-sit (if necessary)

Why Acrobat?

A standard adopted by governments and enterprises worldwide, Adobe PDF is a reliable format for electronic document exchange that preserves document integrity so files can be viewed and printed on a variety of platforms.

About The Course

This Adobe Acrobat training course unlocks the power of the software and introduces participants to the Fundamentals of Acrobat. It is packed with hands-on projects; participants learn by doing.

Topics covered include how to:

• start Acrobat, open a document, navigate and exit
• view and print PDFs
• create PDFs
• merge documents into a single PDF and create PDF portfolios
• modify PDF documents
• create and edit bookmarks
• create a variety of links
• create and work with PDF forms
• work with the Acrobat review and commenting features
• use the available tools to search for and find information within PDFs
• work confidently with some of the security options available in Acrobat

Participants learn various tips and tricks for getting this great application to work harder and smarter.

Content

Unit 1: Starting with Acrobat Pro

- Understanding Acrobat and PDFs
- Understanding Adobe Document Cloud
- Starting Adobe Acrobat in Windows
- Understanding Views
- Understanding the Home View
- Opening an Existing PDF File
- Understanding the Document View
- Understanding the Tools View
- Exiting Acrobat

Unit 2: Using Toolbars and Menus

- Using Menus
- Working with Toolbars
- Using Tools
- Understanding Custom Toolsets
- Creating a Custom Toolset

Unit 3: Navigating and Viewing PDFs

- Using the Navigation Pane
- Understanding Page Navigation
- Using Page Navigation Tools
- Using Navigation Panels
- Adjusting PDF Views
- Understanding the Page Magnification Tools
- Using the Zoom Tools
- Using Split-Window View
- Working with Multiple Documents

Unit 4: Creating PDFs

- Understanding Saving
- Creating a PDF from a Single File
- Creating a PDF Using Drag and Drop
- Creating a PDF from Clipboard Content
- Creating Multiple PDFs from Multiple Files
- Understanding Acrobat PDFMaker
- Creating a PDF from a Microsoft Office File
- Creating a PDF Using the PDF Printer Driver
- Converting a Web Page to PDF in a Browser
- Converting Web Pages to PDF in Acrobat
- Creating a PDF from a Scanner
- Enhancing a Scanned PDF
- Creating a Postscript File
- Understanding Acrobat Distiller
- Creating a PDF Using Distiller

Unit 5: Editing PDFs

- Editing Existing Text
- Adding New Text
- Adding an Image
- Editing Scanned PDFs
- Adding a Link
- Adding a Web Link
- Converting a URL to a Live Link
- Editing Links
- Creating Links to Another PDF
- Creating Destination Links
- Understanding Multimedia

Unit 6: Working with Pages

- Selecting and Moving Pages
- Inserting and Deleting Pages
- Extracting Content
- Replacing Pages
- Cropping Pages
- Renumbering Pages
- Adding Headers and Footers
- Adding Watermarks
- Adding Backgrounds
- Attaching Documents to a PDF
- Managing Attachments

Unit 7: Bookmarks

- Creating Bookmarks in a Source Document
- Creating Bookmarks Manually
- Editing Bookmark Destinations
- Nesting Bookmarks
- Changing the Appearance of Bookmarks
- Bookmarks Actions

Unit 8: Combining Documents

- Merging Multiple Files into a PDF
- Creating a PDF Portfolio
- Editing a Portfolio
- Editing Files in a Portfolio
- Securing a PDF Portfolio

Unit 9: Forms

- Understanding PDF Forms
- Starting a Form with the Form Wizard
- The Prepare Form Toolbar
- Editing Form Fields
- Form Field Names
- Adding Text Fields
- Changing Field Properties
- Field Properties
- Numeric Fields
- Numeric Field Properties
- Calculating Fields
- Calculation Field Properties
- Adding Hidden Fields
- Adding Radio Buttons
- Adding Dropdown Lists
- Adding a Submit Button
- Creating Multiple Copies of Fields
- Adding Reset and Cancel Buttons
- Testing Your Form
- Editing a Tested Form
- Distributing Forms by Email
- Tracking Forms
- Returning a Completed Form
- Understanding the Form Responses File

Unit 10: Working Collaboratively

- Understanding Comments
- The Comment Toolbar
- Adding Sticky Notes
- Using the Annotations Tools
- Adding Comments Using Drawing Tools
- Inserting Digital Identity Stamps
- Understanding the Acrobat Review Processes
- Initiating an Email Review
- Returning a Reviewed PDF
- Merging Review Comments
- Understanding the Comments Panel
- Managing Comments
- Summarising Comments

Unit 11: Finding and Searching

- Understanding Finding and Searching
- Finding Words
- Searching Multiple PDFs
- Performing an Advanced Search

Unit 12: Document Security

- Understanding Document Security
- Adding a Document Open Password
- Changing Password Protection
- Adding Permissions Passwords
- Removing Password Protection
- Creating a Self-Signed Digital ID
- Certifying a PDF
- Digitally Signing a PDF
- Exporting a Digital ID Certificate
- Verifying a Digital Signature
- Encrypting for Certain IDs Using Certificates
- Creating a User Security Policy
- Applying a Security Policy
- Sending Files as a Secure Attachment

Unit 13: Saving, Exporting and Printing

- Understanding Save Options
- Understanding Export Options
- Exporting to Word
- Exporting to an Image
- Exporting to HTML
- Understanding the Print Dialog Box

Unit 14: Getting Help

- Understanding the Help Menu
- Using Help
- Searching for Online Help

Looking for course dates?

**To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au
Alternatively please contact our office on 1300 888 724**