



Introduction to Adobe Acrobat training course

Introduction

Portable Document Format (PDF) is the de-facto standard for distributing documents via the Web, and for providing files to printers for professional printing.

Introduction to Adobe Acrobat training teaches how to create PDF documents appropriate for Web publishing and printing. At the end of the course delegates are able to create PDF files from a variety of sources, modify them to include bookmarks, thumbnails and links and prepare them for distribution. The course also explores the valuable role Acrobat can play in a document review cycle.

Who should attend?

Introduction to Adobe Acrobat training is aimed at:

- New users of Acrobat.
- Existing Acrobat users who wish to extend their knowledge beyond the basics of just viewing and printing PDF files.

You should be familiar with Windows and basic word processing techniques. No other knowledge is necessary.

Duration

One day.

What version of Acrobat is covered?

As an *on-demand* course for your group, *Introduction to Adobe Acrobat* training can be provided on any recent version of Acrobat.

This course is appropriate for Windows and Mac users alike.

Location, price and further information

This course is arranged *on-demand* for your group, meaning that the course can be run on a date and at a location that suits you, which may be our training centre in Bromsgrove in the Midlands or your venue.

For pricing and further information, please see: www.armada.co.uk/courseacrobat.htm.

Courseware and certification

Delegates receive comprehensive courseware to refer to throughout the course, and to use as a refresher following the course. Delegates are also issued with a certificate confirming they have attended and successfully completed the course.

Course outline

► Part 1: Introducing Acrobat

A discussion of Acrobat, Portable Document Format (PDF), PostScript and Distiller. Creating, using and distributing PDF files.

► Part 2: Working with Acrobat

Opening PDF files in Acrobat. Getting to know the work area. Using and customising the toolbars. Browsing documents using a variety of methods and using the zoom functions. Saving and closing files.

► Part 3: PDF file creation

Using Acrobat's Open File command and the PDF Printer, creating PDFs from other file types (including PostScript) and the web, converting paper documents to PDF, creating PDFs from Microsoft applications.

► Part 4: Working with PDF files

Using Acrobat to edit files — rotating, cropping, inserting and extracting pages, re-numbering pages. Editing text and images. Creating new links and bookmarks.

► Part 5: PDF output quality

Using Acrobat Distiller, changing and customising distiller options. Using watched folders.

► Part 6: Using Acrobat in a review Cycle

Working with comments and setting comment preferences, using the text and graphic markup tools, using the comment tools, exporting and importing comments, summarising and reviewing comments.

► Part 7: PDF security

Securing PDF documents against editing and extracting data.