



Acrobat

ACROBAT TRAINING COURSE SYNOPSIS

Adobe Acrobat enables business professionals to reliably create, combine, and control Adobe PDF documents for easy, more secure distribution, collaboration, and data collection. This class will enable you to prepare and edit PDF documents, as well as add the interactive features which have made Acrobat so successful in the business environment today.

PREREQUISITES FOR THIS ACROBAT TRAINING COURSE

Attendees should be familiar with the very basic Acrobat operations like opening and printing, but this class will start at the beginning and teach the Acrobat fundamentals so extensive experience with Acrobat is not required. We also recommend that you have the Adobe Acrobat software before starting the class. You can purchase the software or obtain a trial version of it from the Adobe web site.

WHAT YOU WILL LEARN IN THIS ACROBAT TRAINING COURSE

Creating Adobe PDF Files	Reducing File Size
Enhancing and Editing PDF Documents	Combining Files in PDF Portfolios
Adding Signatures and Security	Working with Forms in Acrobat
Using Legal Features	Using Acrobat in Professional Printing

ACROBAT TRAINING COURSE LENGTH AND TIME

This class is 2 days long. Class time is 9:00 a.m. - 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically scheduled 12-1. Students provide their own lunch.

ACROBAT - ENROLLMENT

Please see our Enrollment Page (<http://www.ledet.com/enroll>) for our enrollment form.

LOCATIONS FOR THIS ACROBAT TRAINING COURSE

We have training centers in Atlanta, Houston, Chicago, Denver, San Diego and Washington DC. We also offer classes at a network of rental facilities. We offer private onsite training and instructor-led, live online training. If coming to a rental facility, please double-check the location of your class with our office to make sure you get to the right location.

GOALS FOR THIS ACROBAT TRAINING COURSE

Sterling Ledet and Associates realizes the importance of education and we take pride in being able to offer you classes that are more custom fit to your needs. Call us at (877) 819-2665 if you have any special questions or e-mail us at sales@ledet.com.

DISCLAIMER

Our goal is to make sure your class meets your objectives, not ours. Therefore, all of our outlines are treated as guides to help steer the workshop. This outline does not guarantee that all the topics listed will be covered in the time allowed. The amount of material covered is based on the skill level of the student audience. We may change or alter course topics to best suit the classroom situation.

Acrobat

LESSON 1 - INTRODUCING ADOBE ACROBAT

About PDF
About Adobe Acrobat
About Adobe Reader
Using PDF on the web
Opening a PDF file
Working with the toolbars
Working with task panes
Using keyboard shortcuts to select tools
Navigating PDF documents
Viewing PDF presentations in Full Screen mode
Viewing PDF files in Read mode
Designing documents for online viewing
Customizing the Quick Tools toolbar
Creating a custom tool set

LESSON 2 - EXPLORING THE WORK AREA

Opening a PDF file
Working with the toolbars
Working with task panes
Customizing the Quick Tools toolbar
Using keyboard shortcuts to select tools
Navigating PDF documents

LESSON 3 - CREATING ADOBE PDF FILES

About creating Adobe PDF files
Using the Create command
Dragging and dropping files
Converting and combining different types of files
Using PDFMaker
Using the Print command to create Adobe PDF files
Reducing file size
About compression and resampling
Scanning a paper document
Making scanned text editable and searchable
Converting email messages to PDF (Windows)
Converting web pages to Adobe PDF

LESSON 4 - READING AND WORKING WITH PDF FILES

Changing the opening view
About the onscreen display
Reading PDF documents
Searching PDF documents
Printing PDF documents
Filling out PDF forms
About flexibility, accessibility, and structure
Working with accessible documents

Making files flexible and accessible
Using the Acrobat accessibility features
Sharing PDF files

LESSON 5 - USING ACROBAT WITH MICROSOFT OFFICE FILES (WINDOWS)

Getting started
About Acrobat PDFMaker
Converting Microsoft Word files to Adobe PDF
Converting Excel documents and starting a review
Converting PowerPoint presentations
Converting web pages from Internet Explorer
Saving PDF files as Word documents
Extracting PDF tables as Excel spreadsheets

LESSON 6 - ENHANCING AND EDITING PDF DOCUMENTS

Examining the work file
Moving pages with page thumbnails
Editing Adobe PDF pages
Renumbering pages
Editing links
Working with bookmarks
Adding multimedia files
Editing text
Copying text and images from a PDF file
Setting document properties and metadata

LESSON 7 - COMBINING FILES IN PDF PORTFOLIOS

About PDF Portfolios
Creating a PDF Portfolio
Customizing your PDF Portfolio
Sharing your PDF Portfolio
Searching a PDF Portfolio

LESSON 8 - ADDING SIGNATURES AND SECURITY

Getting started
Viewing documents in Protected Mode (Windows only)
About security
Viewing security settings
Adding security to PDF files
About digital signatures
Creating digital signatures
Signing a document digitally
Modifying signed documents
Certifying PDF files
Signing certified documents

Exploring on your own: Using security envelopes

LESSON 9 - USING ACROBAT IN A REVIEW CYCLE

About the review process
Getting started
Adding comments to a PDF document
Working with comments
Initiating a shared review
Exploring on your own: Initiating live collaboration

LESSON 10 - WORKING WITH FORMS IN ACROBAT

Getting started
Converting PDF files to interactive PDF forms
Adding form fields
Distributing forms
Collecting form data
Working with form data
Exploring on your own: Calculating and validating numeric fields

LESSON 11 - USING ACTIONS

About Actions
Using Predefined Actions
Creating an Action
Sharing Actions

LESSON 12 - USING THE LEGAL FEATURES

Legal Features in Adobe Acrobat
About Bates Numbering and Redaction
Apply Bates Numbering
Defining Bates Numbering
Applying Redaction
Changing the Appearance of Redaction
Searching Text for Redaction
Assembling PDF Documents
Marking Redaction across Multiple Pages

LESSON 13 - USING ACROBAT IN PROFESSIONAL PRINTING

Creating PDF Files for Print and Prepress
Preflighting Files (Acrobat Pro)
Working with Transparency (Acrobat Pro)
Setting Up Color Management
Previewing your Print Job (Acrobat Pro)
Advanced Printing Controls