

Course Outline

Acrobat 7.0 Advanced

Duration: 1 day (6 hours)

Learning Objectives:

- Identify the benefits of PDF, navigate PDF documents using bookmarks and links, search PDF documents, open and organize PDF documents by using the Organizer window, and access Acrobat help
- Use the Adobe PDF printer to create a PDF document from any programme's Print command, use the PDFMaker to create a PDF document from Microsoft applications, and use the Create PDF commands in Acrobat to create PDF documents from multiple files and from Web pages
- Arrange pages within and between documents, modify PDF document text, add headers and footers, modify page numbering; move PDF document text and graphics to other programs, and apply password protection
- Create bookmarks and modify bookmark destinations, arrange and nest bookmarks, format bookmarks, and create and format links
- Use preflight profiles to identify potential printing problems, and use the Preflight dialog box to determine whether a PDF document is PDF/X compliant
- Prepare a PDF document for review, use editing and markup tools to review a PDF document, organize and view comments from multiple reviewers, digitally sign a PDF document, and validate a digitally signed document
- Use Adobe Designer to create a PDF form, use the Library palette to add objects to a form, and use the PDF Preview tab to check appearance and test its fields

Target Audience:

Students should be familiar with PCs and Microsoft Windows XP. No previous experience of Acrobat Professional is required

Topics Covered:

- Getting Started
 - The Acrobat environment
 - Advanced navigation
 - Finding text
 - Organizing PDF documents
 - Getting help
- Converting documents to PDF
 - Printing to PDF from any application
 - Acrobat and Microsoft applications
 - The Create PDF commands
- Modifying PDF documents
 - Modifying document pages
 - Modifying content
 - Moving PDF content to other programs

- Password protection
- PDF document navigation tools
 - Bookmarks
 - Working with links
- Ensuring PDF print quality
 - Preflighting
 - PDF/X Standards
- Documents review techniques
 - Initiating document reviews
 - Reviewer tools
 - Viewing comments and markups
 - Digital signatures
- Interactive PDF forms
 - Creating a form
 - Form fields
 - Testing a form