tidalfire®

Tidalfire Business Solutions

Adobe Acrobat - Advanced

Adobe Acrobat 9 - Advanced focuses on the advanced features of Adobe Acrobat. This course will provide the skills necessary to understand how to edit and create PDF settings for the creation of print and web based documents. In addition the course focuses on features new to Adobe Acrobat 9 for creating PDF Portfolios and the use of Acrobat.com (for distributing files for commenting and completion as PDF forms). The use of Rich Media content (audio, video, Flash) in PDF documents is also covered.

Topics covered in this course:

Introducing Adobe Acrobat
- Adobe Acrobat Feature Overview
- PDF - Portable Document Format

Creating PDF Documents
- Understanding Acrobat Distiller
- Creating PDF Settings
- Distributing and using Settings files

Combining Documents
- Creating a PDF Portfolio
- Portfolio Themes
- Adding Documents
- Editing Settings
- Distributing a PDF Portfolio

Using PDF Documents with Rich Media
- Adding Audio
- Adding Video
- Adding Flash
- Controlling Rich Media

Professional Tools
- Using the Measuring Tools
- Applying Redaction
- Using the PDF Optimizer
- Document Comparison
- Batch Processing

Acrobat.com
- Using Acrobat.com for Shared Review and Forms

Acrobat Advanced Hints and Tips
- Acrobat Hints and Tips Review and Forms

Course Information

Course Prerequisites
Before taking this course, students should be familiar with the basic functions of their computer's operating system and have a basic knowledge of Microsoft Office applications.

Software
This course uses Adobe Acrobat Professional and -
- Microsoft Office

Additional Prerequisites
All courses can be run on Windows and Macintosh platforms at Tidalfire's premises or on-site .Where there are operating system dependencies these are indicated in the factsheet.

Course Duration
1 Day

Acrobat Related Courses
- Adobe Acrobat - Essentials
- Adobe Acrobat - Advanced
- Adobe Acrobat for Microsoft Office Users
- Creating Interactive PDF eNewsletters
- Creating Accessible Adobe PDF Documents
- Adobe LiveCycle Designer - Developing Forms

Adobe AUTHORISED Training Centre

Adobe SOLUTION PARTNER

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