Acrobat Pro Essentials | Course Overview

COURSE DESCRIPTION

Adobe's Portable Document Format (PDF) is the global standard for distributing documents, reliably displayed as they were designed. While you may be old friends with Adobe Reader, you may be less familiar with the humble document viewer's dynamic and richly featured big brother Adobe Acrobat, a powerful piece of software used to create and edit PDFs.

ABOUT ACROBAT PRO

Using Acrobat, you can combine multiple file types into a single PDF, add, delete or extract pages from an existing PDF, and resave PDFs in a variety of different formats such as DOC or JPEG. Useful, but you probably knew that! With Acrobat, you can easily add interactive elements to documents, such as a table of contents that allows users to click through instantly to a selected page, and embed multimedia elements such as a video clip to take the edge off a dry presentation.

How many times have you been sent an important PDF from a colleague, only to find a niggling spelling error? Well, now you can add, edit, replace and precisely position text and images all from within Acrobat, no other files necessary! Or alternatively, perform Acrobat functions without having to open the program at all – create PDFs from within Word, Excel and Outlook using Acrobat's clever in-built toolbar, and discover the compatibility between Acrobat and Microsoft Office. With so much editing functionality now available from within Acrobat, users may also benefit from exploring its equally robust security tools to make sure nothing is viewed or altered without your permission. And if you need a second opinion, you can use Acrobat's Shared Review tool to upload your PDF to a server where it can be accessed by a list of selected recipients who can add and view Annotations and Mark-Ups to it in real time.

Make the most of this surprisingly extensive program – learn all the great features outlined above and more with our 1-Day Acrobat Essentials course.

$420(+GST)

1 DAY | 9–4:30PM

Please visit our website for enquiries and bookings:
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Course outline

ACROBAT'S INTERFACE

- Panes, panels, toolbars and toolsets
- Viewing and navigating using the View menu
- Optimal viewing and navigation using the Pages Pane
- Adding and hiding tools from your Tool Set
- Tailoring the workspace for your needs

CREATING PDFS

- Creating PDFs from within Acrobat
- Dragging and dropping files to create PDFs
- Creating PDFs from different sources – file, Microsoft Office, web, etc.
- Creating PDFs via the Adobe PDF printer
- Creating a Reduced Size PDF
- Creating an Optimised PDF that allows you to control the visual quality of specific elements
- Using Acrobat to combine different formats (Word, Excel, images) into a single PDF
- Understanding PDF settings and pre-sets
- Understanding compression and resampling
- Converting scanned text into live text using OCR technology and the Text Recognition tool

ACROBAT RIBBON IN MICROSOFT OFFICE

- Using the Acrobat ribbon in Microsoft Office applications
- Creating PDFs from documents within native application
- Create restricted PDFs from documents within native application to prevent unauthorised viewing or editing of content
- Convert Microsoft Word bookmarks into Acrobat bookmarks
- Configure Outlook to auto-archive your emails to PDF
- Create and attach PDF documents to emails in Outlook
- Export PDF tables to live Excel spreadsheets

WORKING WITH EXISTING PDFS

- Using the Find/Replace function
- Using the Pages Panel to add, extract, replace and delete pages
- Using the Pages Panel to hard edit page rotation, crop and add design elements
- Adding page numbers
- Setting up a Bates Numbering system
- Using the Content Editing Panel to add and edit text and images
- Extracting text and images from PDFs

- Formatting text – font, size, colour, alignment, placement etc.
- Replacing images in an existing frame
- Opening images in their native program from Acrobat to seamlessly edit their appearance in the PDF
- Exporting PDF documents to Office documents

ADDING INTERACTIVITY TO A PDF

- Creating a working table of contents that links to the correct page
- Creating buttons that link to a page or web address
- Using the Bookmarks Pane to link to sections
- Using the Nested Bookmarks tool to link to subsections
- Adding a video file

SECURING A PDF

- Understanding the different degrees of protection
- Securing a document with the Security tab
- Using the password encryption feature
- Creating a Security Envelope to protect multiple documents
- Using the Redact feature to disable the viewing of sensitive content or remove it altogether

ANNOTATIONS, MARKUPS AND REVIEW CYCLES

- Recognising Annotations and Markups in a PDF document
- Adding Annotations such as Comments and Sticky Notes to a PDF
- Using the Stamps Palette
- Highlighting text
- Using tools to indicate where text needs to be inserted or replaced
- Using other tools such as Strikethrough and Underline
- Drawing Markups to bring attention to points in a document
- Uploading a PDF document to the Adobe server and selecting recipients to participate in a Shared Review
- Importing Annotations and Markups into a PDF document using the FDF format

USING THE PDF PORTFOLIO TOOL

- Creating a presentation using the PDF Portfolio tool
- Selecting and customising a premade template
- Adding your content

Please visit our website for enquiries and bookings:
www.cd.com.au