

Adobe Acrobat Professional Introduction

Darwin

**Human Resource &
Computer Academy**

training for your future

GENERAL INFORMATION

Duration

2 Half Days

Cost

\$445 GST free
includes \$45 training manual

Prerequisite

Experience with Windows.

Objectives

To provide a thorough understanding of the comprehensive concepts and skills that will enable the participant to effectively use Adobe Acrobat.

Methodology

Group and individual instruction, hands on practical exercises, visual aids, comprehensive course documentation.

Expected Outcomes

By the end of the course the participant should be able to:

- Identify the benefits of, navigate, search, open and organise PDF documents and use bookmarks, links, help and the PDF Organiser.
- Create PDF documents using the Adobe PDF printer, the PDF Maker from Microsoft applications, and use the Create PDF commands in Acrobat, from single or multiple files and from Web pages.
- Arrange pages within and between documents, modify and protect PDF content including text, headers and footers, and page numbering and move or copy PDF content to other programs.
- Create, modify, arrange, format and nest bookmarks and create and format links.
- Enhance the accessibility of PDF documents and modify the Acrobat environment to suit needs or preferences.
- Secure PDF documents using passwords; sign and validate sign PDF files digitally; encrypt PDF files ; and create password and certificate security policies.
- Review, edit and mark-up PDF documents, organize and view comments from multiple reviewers, digitally sign and validate PDF documents.

CONTENT

Getting Started

- The Acrobat environment
- Advanced navigation
- Finding text
- Organizing PDF documents
- Getting help
- Preferences

Converting documents to PDF

- Printing to PDF from any application
- Acrobat PDF Maker
- The Create PDF commands

Modifying PDF documents

- Modifying document pages
- Modifying content
- Moving PDF content to other programs
- Optimizing PDF file size

PDF navigation tools

- Bookmarks
- Working with links

PDF Accessibility

- Accessible Documents
- Accessibility in Acrobat

Document security

- Password protection
- Digital signatures
- Encryption certification and security envelopes
- Adobe LiveCycle Policy Server encryption
- Password and certificate security policies

Document review techniques

- Document reviews
- Reviewer tools
- Manipulating comments and markups

COURSE OUTLINE

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