Adobe Acrobat Training
Acrobat XI Introduction

Who Should Do This Course?

Office personnel at all levels who need to share documents with others. Participants typically have experience using office productivity applications, such as a word processor or spreadsheet program, but have no formal training using Acrobat.

Duration: 1 day

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: *Refer to our website for current course and package pricing*

After the course?

Each student will receive:

• Certificate of completion

• Training manual

• 12 months FREE email support

• FREE class re-sit (if necessary)

Why Acrobat?

A standard adopted by governments and enterprises worldwide, Adobe PDF is a reliable format for electronic document exchange that preserves document integrity so files can be viewed and printed on a variety of platforms.

About The Course

This Adobe Acrobat training course unlocks the power of the software and introduces participants to the Fundamentals of Acrobat XI. It is packed with hands-on projects; participants learn by doing.

Topics covered include how to:

• start Acrobat, open a document, navigate and exit
• view and print PDFs
• create PDFs
• merge documents into a single PDF and create PDF portfolios
• modify PDF documents
• create and edit bookmarks
• create a variety of links
• create and work with PDF forms
• work with the Acrobat review and commenting features
• use the available tools to search for and find information within PDFs
• work confidently with some of the security options available in Acrobat

Participants learn various tips and tricks for getting this great application to work harder and smarter.

Content

Unit 1: Getting Started

- Acrobat and PDFs
- Starting Acrobat
- The Acrobat Interface
- Opening A PDF File
- Using Menus
- Using Toolbars
- Using the Task Panes
- Using the Navigation Pane
- Exiting Acrobat

Unit 2: Viewing and Printing PDFs

- Navigating PDFs
- Using Navigation Tools
- Changing Views
- Using the Zoom Tools
- Splitting Documents into Multiple Views
- Working with Multiple Documents
- The Print Dialog Box
- Printing A PDF Document

Unit 3: Creating PDFs

- Creating PDFs Using the PDF Printer Driver
- Acrobat PDFMaker
- Creating PDFs from Microsoft Office Files
- Creating PDFs from Windows Explorer
- Creating PDFs from Web Pages
- Creating a Postscript File
- Understanding Acrobat Distiller
- Creating PDFs Using Distiller
- Creating PDFs from a Single File
- Creating Multiple PDFs in a Batch
- Creating PDFs from Clipboard Content
- Creating PDFs from a Scanner
- Optimising a Scanned Document

Unit 4: Combining Documents

- Merging Multiple Files into A PDF
- Creating A PDF Portfolio
- Editing a Portfolio
- Customising A PDF Portfolio
- Editing Files in a Portfolio
- Working With Files in A PDF Portfolio
- Securing A PDF Portfolio

Unit 5: Modifying PDFs

- Inserting and Deleting Pages
- Extracting Content
- Replacing Pages
- Cropping Pages
- Moving and Rotating Pages
- Renumbering Pages
- Adding Headers and Footers
- Adding Watermarks
- Adding Backgrounds
- Editing Text
- Adding Text
- Changing Text Format
- Placing Images
- Copying Content
- Reducing File Size
- Attaching Documents to A PDF
- Managing Attachments

Unit 6: Bookmarks

- Creating Bookmarks in a Source Document
- Creating Bookmarks Manually
- Editing Bookmark Destinations
- Nesting Bookmarks
- Changing the Appearance of Bookmarks
- Bookmarks Actions

Unit 7: Links

- Creating Links
- Duplicating Links
- Editing Links
- Creating Destination Links
- Creating Links to another PDF

Unit 8: PDF Forms

- Understanding PDF Forms
- Starting a Form with the Form Wizard
- Editing Form Fields
- Adding Text Fields
- Changing Field Properties
- Numeric Fields
- Calculating Fields
- Adding Hidden Fields
- Adding Radio Buttons
- Adding Dropdown Lists

- Adding A Submit Button
- Creating Multiple Copies of Fields
- Adding Reset and Cancel Buttons
- Testing Your Form
- Creating a Form from a Template
- Distributing Forms by Email
- Tracking Forms
- Returning a Completed Form
- Understanding the Form Responses File

Unit 9: Working Collaboratively

- Understanding Comments
- Adding Sticky Notes
- Using the Annotations Tools
- Adding Comments Using Drawing Tools
- Inserting Digital Identity Stamps
- Understanding the Acrobat Review Processes
- Initiating an Email Review
- Returning a Reviewed PDF
- Merging Review Comments
- Working With the Comments List Pane
- Managing Comments
- Summarising Comments

Unit 10: Searching PDF Documents

- Finding Words
- Searching Multiple PDFs
- Performing an Advanced Search

Unit 11: Securing Your Documents

- Understanding Document Security
- Adding a Document Open Password
- Changing Password Protection
- Adding Permissions Passwords
- Removing Password Protection
- Creating a Self-Signed Digital ID
- Certifying A PDF
- Digitally Signing A PDF
- Exporting a Digital ID Certificate
- Verifying a Digital Signature
- Encrypting For Certain IDs Using Certificates
- Creating a User Security Policy
- Applying a Security Policy
- Sending Files as a Secure Attachment

Looking for course dates?

To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au
Alternatively please contact our office on 1300 888 724