

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * View PDFs
- * Search through existing PDF documents
- * Save and Print files
- * Create PDFs in a number of ways
- * Add comments to a PDF
- * Add shapes to a PDF
- * Manage comments
- * Review PDFs
- * Manipulate Pages
- * Modify graphical features within the document
- * Add Navigation features
- * Add security to a PDF

PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system, ie: an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

STARTING WITH ACROBAT

- * Opening and exiting Acrobat
- * The Initial Screen, Menus and Toolbars
- * Customizing Toolbars
- * Working with Navigation Panes
- * Setting Preferences

VIEWING A DOCUMENT

- * Opening a PDF File
- * Moving from Page to Page and View to View
- * Zooming In and Out and Searching
- * Choosing a Page Layout
- * Arranging Documents on the Screen
- * Using Reading Mode,
- * Using Links and Bookmarks
- * Measuring Sizes and Areas

SAVING AND PRINTING FILES

- * Saving a PDF File
- * Exporting to Other Formats
- * Minimizing File Size and
- * Print Options and Printing a Booklet
- * Printing Multiple Pages per Sheet

MAKING PDF FILES

- * Printing to a PDF File
- * Using PDF Maker in Microsoft Office
- * Converting Images and Other Files to PDF
- * Scanning Directly to PDF
- * Converting Web Pages to PDF
- * Converting Screen Shots to PDF
- * Merging PDF Files
- * Saving to the Cloud

ADDING COMMENTS TO A DOCUMENT

- * Examining Acrobat's Commenting Tools
- * Sticky Note, Text Box and Callout Comments
- * Adding Lines, Arrows, Ovals and Rectangles
- * Adding Polygons and Clouds
- * Text Edits and Stamp Comments
- * Checking Spelling in Comments
- * Exporting and Importing Comments
- * Enabling Commenting in Adobe Reader

READING COMMENTED DOCUMENTS

- * Examining the Comments List
- * Replying and Marking Comments
- * Managing and Searching in Comments
- * Printing and Migrating Comments

REVIEWING PDF DOCUMENTS

- * Starting an E-mail-Based Review
- * Reviewing Documents
- * Receiving E-mail-Review Documents
- * Shared Reviews

MANIPULATING PAGES

- * Rearranging and Extracting Pages
- * Inserting One File into Another
- * Replacing, Rotating and Cropping Pages

ADDING AND CHANGING TEXT AND GRAPHICS

- * Touching Up Text
- * Modifying Line Art
- * Adding Headers and Footers
- * Adding a Background
- * Adding a Watermark
- * Redacting a Document

ADDING SIMPLE NAVIGATION FEATURES

- * Adding Bookmarks
- * Creating Links
- * Modifying Existing Links
- * Making Automatic Web Links
- * Creating Articles

ORGANIZING DOCUMENTS

- * Examining the Organizer
- * Using the History Pane
- * Using the Places Pane
- * Using the Collections Category

PASSWORD PROTECTION

- * Restricting File Access
- * Restricting Reader Activities

DIGITAL SIGNATURES

- * Password protection
- * Digital signatures
- * Encryption certification and security envelopes
- * Password and certificate security policies
- * Electronic signatures