

Adobe Acrobat 8 Professional

Course Description:

Adobe Acrobat 8 Professional software enables business professionals to reliably create, combine, and control Adobe PDF documents for easy, more secure distribution, collaboration, and data collection.

This class will enable you to prepare and edit PDF documents, as well as add the interactive features which have made Acrobat so successful in the business environment today.

Who Should Attend:

Regardless of your industry, everyone can benefit from this informative and exciting class. Individuals who will be preparing documents for intranet or internet use will find lots of useful tips to get the most out of Acrobat 8. New features will be discussed and hands-on exercises will give the student the ability to see the many features of Acrobat 8 Professional in action.

Course Outline:

Lesson 1: Introducing Adobe Acrobat

- Getting to know the work area
- Adobe PDF on the web
- Overview of the work area
- Viewing PDF presentations in Full Screen Mode
- Designing documents for online viewing
- Using the Organizer
- Opening a PDF file in the work area
- Working with the Acrobat task buttons
- Working with the navigation pane

Lesson 2: Creating Adobe PDF Files

- Using the Create PDF command
- Converting and combining files
- Using the Print command
- Adobe PDF Settings
- Reducing file size
- Compression and resampling
- Dragging and dropping files

Lesson 3: Creating PDF from Microsoft Office Files

PDF Maker Overview
Acrobat Connect Overview
Converting MS Word files to PDF
Converting Power Point to PDF
Converting Excel documents to PDF
Attaching files in Microsoft Outlook
Converting web pages from Internet Explorer
Exporting tables from PDF files
Converting and combining multiple Office files

Lesson 4: Combining files in PDF Packages

Collecting PDF files in a package
Navigating your PDF package
Making changes to PDF packages
Sorting PDF files in PDF packages
Searching PDF packages
Printing PDF packages

Lesson 5: Creating Adobe PDF from Web Pages

Converting web pages to Adobe PDF
Connecting to the web
Setting options for converting web pages
Creating PDF files from web pages
Updating converted web pages

Lesson 6: Converting Email Files to Adobe PDF

Converting email messages to PDF
Sorting converted emails
Adding email messages to PDF Packages
Printing emails
Migrating PDF archives to packages
Setting up automatic archiving in Outlook

Lesson 7: Working with PDF Files

Changing the opening view
About the onscreen display
Reading PDF documents
Following links
Searching PDF documents
Printing PDF documents
Filling out PDF forms
Comparing documents
Using the accessibility features

Lesson 8: Editing PDF Documents

Opening and examining the work file

- Moving pages with page thumbnails
- Editing Adobe PDF pages
- Editing links
- Inserting PDF files
- Looking at bookmarks
- Deleting a page
- Renumbering pages
- Setting an opening view
- Editing text
- Copying text and images from PDF
- Using the TouchUp Object tool
- Converting PDF pages to image files
- Reducing the file size

Lesson 9: Adding Signatures and Security

- Creating digital signatures
- Adding images to your digital signatures
- Selecting a signing method
- Creating digital IDs
- Signing the advertisement
- Modifying signed documents
- Security Settings
- Adding security to PDF files
- Adding passwords
- Opening password-protected files
- Certifying PDF files

Lesson 10: Creating Multimedia Presentations

- Adding interactive animations
- Adding Show/Hide fields
- Controlling movie clips with buttons
- Adding navigational buttons
- Creating page actions to control media
- Opening movie clips in floating windows
- Creating full-screen presentations

Lesson 11: Using Acrobat in Professional Publishing

- Creating PDF files for print and prepress
- Preflighting files
- Creating custom preflight profiles
- Printing and layers
- Previewing your print job
- Working with transparency
- Advanced printing controls
- Setting up color management
- Overview of accessibility features

Lesson 12: Using Acrobat in a Review Cycle

- Working with Comments
- Exporting and Importing Comments

Marking up documents
Summarizing Comments
Comparing two Adobe PDF Documents
Spell checking comments
Printing documents with comments
Inviting users of Adobe Reader to participate in review