Adobe Acrobat - Introduction
1 Day Course

Overview

This course is designed to introduce delegates to Adobe Acrobat's Portable Document Format (PDF) - the industry standard for electronic document exchange. Learn how to convert documents into PDF format whilst maintaining page layout and preventing changes to documents, even if they are shared with others. You will create, edit and combine PDF files, add navigation, optimise fonts and images to ensure a small file size and cross platform compatibility.

Audience

Anyone needing to create, edit and distribute documents using this format.

Course Objectives

By the end of this course, attendees will be able to:

- Customise your work environment
- Convert documents into a PDF and modify them
- Work with multiple PDFs
- Protect documents from printing or changes
- Make large documents navigable using bookmarks and hyperlinks
- Create forms for data collection

Prerequisites

No prior knowledge of Acrobat is assumed.

Course Contents (1 days)

- Introduction
  - What is a PDF?
  - Acrobat DC and the document cloud
  - Explore the interface – Toolbars and Panels
- Creating a PDF file
  - Printing to PDF from Microsoft Office
  - Creating a PDF from JPG files
- Acrobat basics
  - Moving through documents
  - Zooming in and out
  - View modes
  - Searching a document & indexes
  - Setting preferences
  - Customising the Tools panel and Toolbar
- Navigation controls
  - Using bookmarks & thumbnails
  - Work with Links
  - Define articles
  - Using articles for navigation

- Page actions
- Using links and buttons
- Keyboard shortcuts
- Editing PDF files
  - Add, Edit, Format text
  - Select, Add, Move graphics
  - Add, Edit Hyperlinks
  - Add Bookmark
- Pages
  - Thumbnails
  - Insert, Delete, Extract, Rotate & Move pages
  - Headers and Footers
  - Page numbering
  - Watermarks
  - Cropping pages
  - Attaching Notes and Files to documents
- Adding multimedia
  - Insert Video and Audio

- Annotations
  - Sticky Note and Highlighting text
  - Comments
  - Stamps
- Working with multiple PDF documents
  - Combine multiple PDFs into one file
  - Combine into a Portfolio
  - Search multiple documents
- Security
  - Document Security, Passwords and Permissions
  - Digitally sign a document
  - Redaction

- PDF Forms
  - Create a basic form
  - Add form fields
  - Form properties
- Distributing PDFs
  - Exporting to Microsoft Office
  - Optimising files - compacting
  - Managing for Print and Digital
  - Specifying how documents open
  - Embedding searchable information

Course Materials

Enliten IT will provide each delegate with a workbook and other useful reference materials where applicable. These may be either paper based or in Adobe pdf format or a combination thereof.