



ADOBE ACROBAT PRO

SKILL LEVEL : INTERMEDIATE
DURATION : 1 FULL DAY

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COURSE OVERVIEW

Adobe Acrobat Pro can be used to unify a wide range of content in PDF Portfolios, apply permissions and passwords to help protect sensitive information and create, edit, search and modify existing PDF files. In this course you will learn how to navigate the environment and discover how to convert and combine your documents created in Microsoft Word and Excel, as well as create and manage forms. You will also work with multimedia, links & bookmarks, text-editing tools and become efficient with all the essentials of the application.

WHO SHOULD ATTEND THIS COURSE

This course is for people who wish to create forms, secure documents, or smaller sized documents for emailing or the Web. This course is also for users wanting to extend their understanding and knowledge of using Acrobat to create and manipulate PDFs.

COURSE DURATION AND VENUE

- DURATION: 1 full day (9am to 4pm)
- VENUE: Onsite (your premises) or In-house (our premises)

MINIMUM ATTENDANCE REQUIREMENTS

- Please confirm your version of Adobe Acrobat Pro at the time of enquiry or booking.
- Attendees should already have strong keyboard and skills (and have fundamental word processing skills).



COURSE CONTENT AND OUTLINE

PART 1 - ACROBAT ESSENTIALS

- The Acrobat Interface and Layout
- Using Menus, Quick Tools and Panes
- Creating a New Tool Set
- Using Navigation and Zoom tools
- Changing views and working with multiple documents
- Printing a PDF

PART 2 - PDF CREATION AND COMBINING DOCUMENTS

- Understanding Acrobat Distiller and PDF file sizes
- Creating PDF's from different file types
- Creating a PDF from the Clipboard
- Creating a PDF from a Web page
- Optimising scanned PDF's using OCR
- Searching an optimised PDF
- Merge Multiple files into a single PDF
- Creating a PDF Portfolio
- PDF Save Options

PART 3 - PDF MODIFICATION AND EDITING

- Inserting, Extracting, Deleting and Replacing Pages
- Cropping, Moving and Rotating
- Adding Headers and Footers & Renumbering Pages
- Adding, Editing and Formatting Text
- Inserting Images
- Attaching Documents to a PDF

PART 4 - BOOKMARKS AND LINKS

- Creating bookmarks manually or from a source document
- Editing bookmark destinations
- Nesting bookmarks and changing bookmark appearance
- Creating and Editing Links

PART 5 - PDF FORMS

- Creating a Form from an existing document
- Adding and Copying Form Fields
- Editing Form Field Properties
- Calculating Fields
- Adding Hidden Fields
- Adding Reset, Submit, Cancel and Printing Buttons
- Testing your Form
- Distributing and Tracking Forms via email
- Analyzing returned Form Field entries in Excel

PART 6 - COLLABORATION

- Understanding Comments
- Adding Comments using Annotations and Drawing Tools
- Inserting a Digital Identity Stamp
- Working with the Comments List Pane

PART 7 - SIGNATURES AND SECURITY

- Understanding various document security options
- Working with document password protection
- Creating a self-signed Digital ID
- Digitally signing a PDF
- Encrypting for certain ID's using certificates



ADOBE ACROBAT PRO

What we supply (at no extra charge) when training at your venue

- Laptop Computers & Projection Equipment
- Quality Student Manuals
- The Best Trainers in WA
- Free Online Student Support

