



Adobe Acrobat Essentials Course Outline

Understanding Acrobat and PDF

- What is a PDF file?
- Understanding PostScript
- Acrobat vs. Reader vs. Distiller
- Advantages of PDF

The Acrobat Workspace

- Customising the toolbars
- Using Navigation panels
- Navigating and zooming techniques
- Setting page display options
- Auto scrolling and vocalising
- Splitting the view

Creating Adobe PDF Files

- Using an application's Print command
- Changing the Acrobat job options
- Understanding and comparing compression
- Creating PDFs from text
- Creating PDFs from graphics
- Creating PDFs from web pages and email

Examining PDF Properties

- Using the Properties dialogue
- Establishing file size
- All about fonts and embedding
- Optimising file size

PDF and MS Office Applications

- Using PDFMaker in MS Office
- Creating bookmarks with PDFMaker
- Converting links and other Word features
- Display options
- Setting security levels

Editing and Saving PDF

- Touching up text in a PDF files
- Copying and moving images
- Extracting images
- Copying text from a PDF file
- Copying tables from a PDF
- Saving PDF files to Word
- Saving PDF files to JPG

Bookmarks, Links, Destinations

- Creating bookmarks
- Moving and editing bookmarks
- Linking to other documents
- Creating destinations
- Adding an opening page

Working with Pages

- Inserting, extracting and deleting pages
- Re-organising document pages
- Cropping documents
- Re-numbering pages

Creating Screen Documents

- Looking at online document design
- Setting an opening view
- Linking with the form tool
- Creating and editing articles
- Adding multimedia elements

Annotations and comments

- Understanding annotations
- Creating comments and markup
- Adding graphics, lines and highlights
- Creating and adding stamps
- Attaching files
- Using the Comments panel

PDF and pre-press

- PDF and InDesign
- PDF and Illustrator
- Creating press-ready PDF
- Using the Print Production tools
- Preflighting and preparing for print

PDF and the Web

- Using Acrobat.com
- Buzzword v. Google Docs
- Linking to PDF in web pages
- Linking from within PDF

PDF and Form Creation

- Understanding forms
- Using the forms wizard
- Creating text fields
- Creating buttons
- Understanding form actions
- Setting Adobe Reader privileges

Creating PDF Portfolios

- Understanding Portfolios
- Combining and merking documents
- Creating a cover page
- Merging files to single PDF