

ADOBE Acrobat - Introduction

**1 day
Course**

Course Objectives

This course teaches the advanced features of Access to create functional, powerful and highly customised systems. After this course you will be able to create a secure multi-user database system with a fully customised interface. You will learn how to create queries, which do more than just extract data as well as learn how to present complex data in a compact and simple manner. This course is ideal for those wanting to take their existing databases to the next level.

Pre-requisite

The delegate should be familiar with using a mouse, and working in a Windows environment.

Objectives

At the end of the course, the delegate will be able to:

- Install Adobe Acrobat
- Start Adobe Acrobat
- Install the Classroom in a Book Fonts
- Copy the Classroom in a Book Files
- Find Additional Resources
- Understand Adobe Certification

Course Content

Module 1	Introducing Adobe Acrobat - About Adobe PDF • About Adobe Acrobat • Adobe PDF on the World Wide Web • Looking at Some Examples • Designing Documents for Online Viewing.
Module 2	Getting to Know the Work Area – Opening the Work File • Using the Acrobat Tools • Customising the Toolbars • Using Acrobat Palettes • Using Context Menus • About the On-screen Display • Following Links • Printing PDF files • Using the Acrobat 5.0 Online Help • Using Adobe Online.
Module 3	Creating Adobe PDF Files - Using Fonts with This Lesson • About PDF Documents • About Acrobat Distiller • Using an Applications Print Command • Creating Adobe PDF from a Text File • Changing the Distiller Job Options, • Adding Security to PDF Files • Converting Paper Documents to Adobe PDF • Converting Microsoft Office Application Files (Windows).
Module 4	Customising Adobe PDF Output Quality - Controlling Adobe PDF Output Quality • About Compression and Re-sampling • Using Default Compression Settings • Using Custom Compression Settings • Managing Colour in Distiller • Using Watched Folders • Exploring on Your Own • Footers • AutoSum • Search Facility • Argument Tool Tips • Watch Window.
Module 5	Putting Documents Online - About This lesson • Viewing the Work File • Setting an Opening View • Looking at Bookmarks and Links • Adding Bookmarks • Looking at Articles • Replacing a Page • Looking at Online Document Design • Exploring on Your Own

Module 6	Modifying PDF Files - Opening and Examining the Work File • Editing Pages • Editing Text and Images • Using Links and Bookmarks to Play Actions • Copying Text from a PDF File • Converting a PDF File to an Image Format File • Exploring on Your Own.
Module 7	Using Acrobat in a Document Review Cycle – Opening the Work File • Working with Comments • Digitally Signing Documents • Exploring on Your Own.
Module 8	Creating Forms - Working with Forms online • Adding Form Fields • Calculating with Form Fields • Creating a Reset Form Field • Submitting Forms over the Web • Filling out Form Fields • Using the Fields Palette • Exploring on Your Own.
Module 9	Creating Adobe PDF from Web Pages – Converting Web Pages to Adobe PDF • Configuring Your Internet or Proxy Settings • Setting Options for Converting Web Pages • Creating an Adobe PDF File from a Web Page • Updating Converted Web Pages • Building an Adobe PDF File of Favourite Web Pages • Exploring on Your Own (Windows).
Module 10	Designing Online Documents - About This Lesson • Looking at Design Elements in Online Documents • Designing an Online Document • Creating e-Books.
Module 11	Creating a Multimedia Project - Opening the Work File • Adding Multiple Actions to a Button • Creating Special Effects with Buttons • About Movie and Sound Files.
Module 12	Managing Colour - Colour Management • An Overview Managing Colour in Acrobat • Previewing Overprinting • Managing Colour at Print Time.
Module 13	Distributing Document Collections - Distributing PDF Documents • Preparing a Welcome Document • Setting an Opening View for the Document Collection • Organising the Staging Area • Optimising for Page-at-a-time Downloading • Indexing Your Document Collection • Adding Acrobat Reader Installers • Testing Your Document Collection • Double-checking the Checklist.
Module 14	Building a Searchable PDF Library and Catalogue - Building an Index • Searching an Index • Using Document Info Fields in a Search • Searching with Boolean Expressions • Searching on the Web • Choosing Catalogue Options • Exploring on Your Own.
Module 15	MS Office meets Acrobat - Print to PDF • PDF print options • PDF documents from Microsoft Office • Conversion settings in Office • Security options • Migrating Office styles & headings to .PDF.
