

Adobe Acrobat Professional

In this course you will learn how to manage documents using the powerful features of Adobe Acrobat Professional, and create effective PDF files from multiple different sources.

1 Making use of Acrobat PDF documents

Aims

This session aims to explore the advantages in using PDF format for documents, and develop your skills in using the features of PDF documents, depending on your level of access.

On completion of this section you should be able to

- Have a good understanding of the advantages of using PDF documents
- Be able to use all the features provided in PDF documents which are sent to you
- Understand that you can be provided with different levels of access to documents

2 Creating Acrobat documents from common applications

Aims

This session explores the various methods of creating Acrobat PDF documents, and introduces the integration between Acrobat and Microsoft Office.

On completion of this section you should be able to

- Understand the best method of creating Acrobat documents to suit your way of working
- Understand how to make use of the integration between Acrobat and other applications
- Manage toolbars in any application

3 The Adobe Acrobat work area

Aims

This session provides an overview to the Acrobat work area and the new features in version 7.

On completion of this section you should be able to

- Understand the purpose of the different panes and toolbars
- Know which are new features in version 7
- Understand the purpose of the Organiser
- Know how to find help

4 Bookmarks and Links

Aims

In this session you will learn the various ways to create bookmarks to aid navigation in your PDF document. You will also learn how to create links to document locations, web-sites and files.

On completion of this section you should be able to

- Understand which ways to create bookmarks will suit your way of working
- Know how to manage bookmarks
- Know how to create different types of links

5 Manipulating PDF documents

Aims

This session will enable you to manage pages within your PDF documents, by importing and extracting, and to update documents by replacing pages and editing text.

On completion of this section you should be able to

- Insert pages from any type of document
- Extract pages from one PDF into another
- Replace pages in one document from another
- Edit text in a PDF, and know when it is safe to do so

6 Searching with Acrobat

Aims

This session will enable you to make effective use of the Acrobat search facility.

On completion of this section you should be able to

- Search for keywords within a PDF document
- Search for keywords in a folder of PDF documents
- Refine a search to be more specific

7 Combining multiple files into a single PDF

Aims

This session will enable you to create PDF documents from multiple files, and from files of different types, and apply headers and footers to your PDF documents

On completion of this section you should be able to

- Create a combined PDF from other PDF documents
- Create a combined PDF from files of different types
- Apply headers and footers to your combined document, or to specific parts of it

8 Reviewing Acrobat documents

Aims

This session enables you to use Acrobat in a document review process within a team of reviewers.

On completion of this section you should be able to

- Participate in a review to which you are invited by email.
- Send out a PDF document and initiate a review by email
- Gather comments from reviews and merge them into your document

9 Security and digital signatures

Aims

This session enables you to control access to your document, and track ownership and changes to the document.

On completion of this session you should be able to

- Encrypt your document and limit access
- Digitally sign the document and track any changes

10 Distributing your PDF document

Aims

This session reviews ways to distribute your PDF documents.

On completion of this session you should be able to

- Email attachments
- Write to CD
- Publish on the web

11 Other Adobe Acrobat features

This session introduces other features for your awareness.