

Adobe Acrobat

An Introduction – One Day

computer graphics training

Adobe Acrobat is a powerful, application independent, cross-platform publishing tool for electronic or on-line distribution for all types of documents.

It is ideal for anyone who needs to distribute documents electronically, irrespective of computer platform or program. It is also an ideal tool to enable graphic rich documents to be published on the Internet without the restraints of HTML.

On this course participants will learn how to save their existing files as Portable (PDF) files from various software applications. The course will also cover using Acrobat Pro to create links, bookmarks, thumbnails and forms, as well as create interactive buttons to move between and even launch applications.

For those intending to use this as an Internet tool, we will also cover setting up Web links and creating interactive forms.

Prerequisites

Windows or Apple Mac OSX with Acrobat Reader 7 or later.

Who Should Attend?

Anyone who wants to create small cross-platform documents for sharing, printing or reviewing.

Complementary Courses:

Acrobat: Document Collaboration
Adobe Creative Suite
Adobe InDesign
Microsoft Office

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About the Portable Document Format

The different Acrobat Modules
Acrobat Reader, Acrobat Elements, Standard, Professional, PDF Writer, Acrobat Distiller

Creating a PDF File

Acrobat Distiller

Converting Postscript files to PDF
When and How to Use
Using Acrobat PDF Writer
Fast Conversion with PDF Writer
Embedding & subsetting fonts
Naming conventions

Viewing PDF Files

Opening and Printing
Setting Preferences
Adjusting View
Navigating & Searching

Using Acrobat Professional

The Tool and Status Bar
Commands and Shortcuts
Opening, inserting PDF files
Saving PDF files
Editing Pages and Text
Cropping pages
Combining PDF files
Creating bookmarks & thumbnails
Adding movies and sounds
Limiting access

Creating Links

Bookmarks as links
Links to other PDF files
Links to WWW URLs
Add actions to links,
bookmarks, pages and form fields

PDF Display Options

Screen options for Transitions
Controlling mouse cursor behaviour
Continuous/Facing pages

Overview of Topics and Tutorials

AFTERNOON

Creating Interactive Documents

Initiating actions
Assigning actions to links,
bookmarks and form buttons
Creating buttons
Creating Slideshow

Creating Forms

Create and edit form fields
Using check boxes, radio buttons,
combo boxes & text fields
Using Reader to submit forms
Defining actions on form fields
Submitting forms

Acrobat and the Internet

Viewing PDFs
Optimising PDFs for on-line use
Creating relative cross-document links
Posting forms data (FDF)

Using the Acrobat Reader

An overview of the tools
Using bookmark links
Using thumbnail links
Commenting and Reviewing
Zoom controls
Searching PDF files
Supplying Acrobat Readers

Using Acrobat Catalog

Preparing PDF documents
Building an index
Managing search indexes
Distributing & Maintaining indexes

Using Acrobat Search

Tools and Commands
Selecting Indexes to Search
Defining search queries
Viewing documents returned

Acrobat Security Features

Using the Tutorials & Help