



INTRODUCTION TO ADOBE ADOBE ACROBAT

COURSE DURATION: 1 Day

PRE-REQUISITES

Experience of using at least one other program

COURSE OUTLINE

Introduction to Acrobat

Understanding PDF files - their form and function

The Acrobat environment

The Getting Started window
Navigating round a PDF
Copying and pasting text and graphics
Using the Search features
Customising your toolbars

Acrobat features

Creating a blank PDF page
Using the Insert, Extract, Delete and Replace commands
Setting Open options
Full screen mode

Adding bookmarks and links

Creating bookmarks
Editing bookmarks
Adding document links
Creating enhanced bookmarks and links
Using thumbnail images

Using Acrobat for proofing

Using the pencil and line tools
Attaching notes to documents
Attaching files to documents
Text annotation features
Highlighting tools
Changing comment authors
Using the comment management tools
Exporting and importing comments as FDF files

Understanding Distiller

Creating different types of PDFs using Distiller
Distiller PDF settings (job options)
Creating ultra-compact PDFs
Bitmap resolution and compression explained
Embedding fonts
Colour management issues

Using Distiller correctly

Using Watched folders
Creating PDFs from Adobe InDesign and/or QuarkXPress
Creating PDFs from Illustrator or Photoshop

Hints and tips

Questions and answers

CREATIVITY AND EFFICIENCY

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