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## Adobe Acrobat – Introduction

## Course Outline

**Duration:** 1 day

Adobe Acrobat software enables business professionals to reliably create, combine, and control Adobe PDF documents for easy, more secure distribution, collaboration, and data collection.

### **Course Description**

Improve the way in which you create, combine, distribute and share Adobe PDF documents.

### **Who is the course designed for?**

This course is designed for anyone who has limited or no knowledge of working with Adobe Acrobat and who wishes to be able to create, share and print PDF files.

### **What if I have problems after the course?**

We offer a free 6 months email support service.

### **Do I get notes?**

You will be given a free book at the end of the course. We use the Quickstart books as they are easy to read and find answers in without having to read a whole chapter.

### **Pre-Requisites**

Before starting the course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, save files and do simple navigation between programs.

### **On Completion**

Upon successful completion of this course, you will be able to:

- Create and modify PDF documents
- Add PDF navigation aids to documents
- Work with multiple PDF documents
- Review PDF documents
- Access information in PDF documents

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## **The Acrobat Basics**

- Create and generate PDFs from Microsoft Office
- Embedding bookmarks
- Creating Table of Contents
- Creating links
- Document repurposing
- Powerpoint to PDF presentations
- HTML pages to PDF

## **Acrobat Distiller**

- Create low and high quality PDFs
- Resolution and font embedding
- PDF versioning

## **Creating PDF documents from Web pages**

- Conversion options
- Embedded media settings
- What to do about Flash

## **Combine into PDF or package**

- Combine PDFs into single file
- Combine PDFs into PDF Package
- Advantages of single files and packages

## **Creating PDF from image formats**

- Direct conversion from Explorer
- Conversion options and file formats
- Image compression factors

## **Working with the Organiser**

- Explore the organiser
- Favourite places
- Previewing content

## **Headers/footers and watermarks**

- Add and edit headers and footers
- Transparency effects
- Removing content

## **Forms Introduction**

- Basic forms
- Auto forms recognition
- Adding submit button

## **Editing and converting Text**

- Use the touch-up text tool to amend text
- Change properties

## **Export data from within a PDF**

- Save out text and images
- Document wide extraction
- Conversion options

## **Optimise your PDF file**

- Check for file content
- Reduce image size and compression
- Flatten form fields, remove comments

## **Secure your PDF file**

- Different types of Acrobat security
- Security Policies
- Applying security and testing
- Removing security