

Adobe Acrobat X Introduction



Duration: **1 Day** Course Code: **A-12855**

This course is designed to teach students how to create, edit, control, modify and secure PDF documents created by a variety of applications.

Learning Outcomes

By the end of this course students will be able to Identify the benefits of the Portable Document Format; navigate PDF documents by using bookmarks and links; search PDF documents; access Acrobat help; and set application preferences. Use the Adobe PDF printer to create a PDF document from any program Print command; use PDFMaker to create a PDF documents from Microsoft applications; use the Create PDF commands in Acrobat to create PDF documents from multiple files and from Web pages, and discuss the advantages of creating PDF documents from within Creative Suite applications. Move pages within and between documents, modify PDF document text, add headers, footers, watermarks, and backgrounds, modify page numbering, create custom actions; move PDF document text and graphics to other programs, add video, sound, and Flash files to a PDF document, and optimize and reduce file size. Create bookmarks and modify bookmark destinations, arrange and nest bookmarks; format bookmarks, and create and format links. Enhance the accessibility of PDF documents by applying and modifying tags, finding and fixing accessibility problems, creating new tag structures, customizing accessibility preferences, and using the Read Out Loud feature. Secure PDF documents by applying passwords, digitally sign PDF files and validate digitally signed PDF files; encrypt PDF files based on user certificates, create a security envelope; encrypt PDF files by using Adobe LiveCycle Rights Management ES, and create password and certificate security policies. Prepare a PDF document for review, initiate automated reviews with Adobe SendNow Online, Collaborate Live, shared reviews, and e-mail, use editing and markup tools to review a PDF document, organize and view comments from multiple reviewers, and create a comment summary PDF file.

Prerequisites

This course is designed for students with a basic understanding of the PDF file format or have a need to create and edit them.

Getting Started

- The Acrobat Environment
- The Benefits of PDF
- Views and Navigation
- Thumbnails and Display Toolbar
- Advanced Navigation
- The Search Window
- Optical Character Recognition (OCR)
- Setting Preferences

Creating PDF Documents

- Methods of Creating PDF's
- Using the PDF Maker
- The PDF Maker & Word
- Create PDF Commands
- Combining Files into PDF's
- Creating PDF Portfolio's
- Create PDF's fro Webpages
- Using Creative Suite Apps to Create PDF's

Modifying PDF Documents

- Moving Document Pages
- Moving Pages between Documents
- Modifying Content
- Text Formatting Options
- Adding Headers and Footers
- Applying Watermarks & Backgrounds
- Adding Page Numbers
- Creating Custom Actions
- Adding/Embedding Multimedia & Video
- Optimising PDF File Size

Document Navigation Tools

- Working with Bookmarks
- Modifying Bookmark Destinations
- Organising Bookmarks
- Working with Links
- Setting Link Size and Alignment
- Formatting Link Settings

PDF Accessibility

- Enhancing Document Accessibility
- Viewing the Recognition Report
- Working with Tags
- Fixing Potential Accessibility Problems
- Changing the Reading Order
- The Setup Assistant

Document Security

- Applying Password Security
- Adjusting Permissions Passwords
- Digital Signatures
- Sharing Digital ID Certificate Files
- Validating Signed Documents
- Creating Blank Signature Fields
- Encryption Certification & Security Settings
- Security Envelopes
- Adobe LiveCycle Rights Management

Document Review Techniques

- Using Collaborate Live
- Reviewer Tools & the Tracker
- Drawing & Text Markups
- Using Stamps & Comments
- Comment Summaries