

ADOBE ACROBAT 8.0 PROFESSIONAL

COMPREHENSIVE GUIDE TO WORKING WITH ACROBAT PROFESSIONAL

COURSE OVERVIEW

This course teaches you the fundamentals about how to use Adobe Acrobat 8 Professional and provides essential knowledge and skills to fully optimize PDF documents.

Whether you are a new user wanting a quick way to get started, or a seasoned pro looking to learn how streamline the design and creation processes, the instructor will help you get up to speed quickly.

This course provides a thorough explanation of each of this application's essential features including manage reviews and comments, create secure documents using password protection and protect documents' integrity with certificate and digital signature.

COURSE OBJECTIVES

By the end of the course, participants should be able to:

- Use Acrobat tools more efficiently and effectively while getting familiar with the Acrobat interface.
- Combine multiple files into a single, professional-looking PDF document
- Create an interactive PDF document by adding a simple button which can be used for presentation slideshow
- Learn how to initiate a PDF review and participate using Acrobat commenting tools
- Customise settings to create PDF document that suit the output needs
- Apply security and digital signatures to enhance integrity and authenticity of the PDF documents

WHO SHOULD ATTEND

This course is designed for those who circulate documents for reviews & comments and anyone who participates in a review process. Anyone who manages with confidential documentation that requires protection & security will also benefit greatly from this course.

PRE-REQUISITES

This is a hands-on class, therefore participants are expected to be comfortable with the computer, using the mouse, opening and saving files.

DURATION

2 Days

TIME

9.00 am - 5.00 pm with 1 hour lunch break

LOCATION

Teras One Solution Training Centre

FEES

RM760

COURSE LEADER

Ms Habibah bt Ahmad @ Mohamed,
Adobe Certified Expert (ACE)
Adobe Certified Instructor (ACI)

Ms Habibah Ahmad holds a BSc. Computer Science majoring in Management Information Systems from Universiti Teknologi Malaysia. She has over 15 years experience in the publishing, advertising and pre-press industry.

Ms. Habibah has worked with printing press company for over three years. This has exposed her to various types of printing technology. She has also gained valuable hands-on experience in this area not only in traditional but also advanced digital workflow.

Having worked at The New Straits Times, a leading newspaper publisher in Malaysia, and Asia OnTime, a leading digital ad delivery company, Ms. Habibah can boast of having worked personally with over 100 agencies, printers, publishers and colour separators in Malaysia and Singapore, as well as with top software programmers in Australia.

Her in-depth knowledge of industry specific information technology extends from a technical perspective with publishing software programming, to technical support, to over 7 years hands-on experience training advertising, printing and publishing personnel in software from Adobe, Microsoft, Quark and Quickcut.

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Course Outline

DAY 1

9:00 am - 10:30 am

INTRODUCTION

- Introduction of Adobe Acrobat Professional 8 and PDF

GETTING AROUND

- Using the Getting Started Window
- Using the Pages Panel & the Navigation Tools
- Using the Pan & Zoom Window & the Loupe Tool
- Searching a PDF File
- Working with the Navigation Panels
- Customizing Toolbars

CREATING PDF

- Using the Print Function to Create a PDF File
- Converting Microsoft Word Documents to Adobe PDF
- Converting Excel Documents to Adobe PDF
- Converting PowerPoint Documents to Adobe PDF
- Converting to Adobe PDF from the Contextual Menu
- Converting a Scanned Document into a PDF
- Converting a Web Page to a PDF
- Creating a New PDF from a Blank Page
- Creating a PDF from an Adobe Application
- Creating PDF Using Distiller

10:30 am - 10:45 am

BREAK

10:45 am - 1:00 pm

COMBINING AND MANAGING PDF DOCUMENTS

- Using the Pages Palette
- Cropping & Sorting Pages
- Using the Organizer
- Combining Files & Editing Bookmarks
- Deleting & Rotating Pages
- Working with Bookmarks
- Setting Bookmark Actions & Initial View
- Adding Headers & Footers
- Adding a Watermark to Specic Pages

1:00 pm - 2:00 pm

LUNCH BREAK

2:00 pm - 3:30 pm

LINKING

- Creating a Link to Open a Web Page
- Creating a Link to a Specific Page View
- Creating a Link to Open a File
- Creating a Custom Link Action
- Creating & Linking to Named Destinations
- Linking to an Online PDF

REPURPOSING CONTENT

- Extracting Pages & Exporting to Word
- Exporting as a TIFF
- Using the TouchUp Object Tool
- Exporting to an HTML Web Page
- Using the Select Tool & Opening a Table in Excel
- Using the TouchUp Text Tool
- Using the OCR Text Recognition Tool
- Using the Typewriter Tool

3:30 pm - 3:45 pm

BREAK

3:45 pm - 5:00 pm

PRESENTATIONS

- Combining Files into a Single PDF for Presentation
- Adding Navigation to a Presentation
- Adding Sound to a Button
- Adding a Soundtrack to a Presentation
- Adding Video to a Presentation
- Customizing Acrobat for Professional Presentation

COLLECT: MORE THAN PDF

- Attaching Files to a PDF
- Creating a PDF Package
- Using Outlook(R) to Create a Package from Email

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Course Outline

DAY 2

9:00 am - 10:30 am

COLLABORATE: COMMENTING

- Adding a Comment Using Sticky Notes
- Formatting Comment Text
- Using the Text Edits Tools
- Using the Highlight, Shape & Pencil Tools
- Using the Stamp Tool
- Creating a Signature Stamp
- Using the Text Box Tool
- Using the Callout Tool
- Adjusting Sticky Note Properties

10:30 am - 10:45 am

BREAK

10:45 am - 1:00 pm

COLLABORATE: INITIATING REVIEWS

- Creating a Review-Ready PDF
- Initiating an Email Based Review
- Sending & Reviewing Comments in an Email Review
- Initiating the Shared Review
- Publish & Check Comments in a Shared Review
- Using the Review Tracker

1:00 pm - 2:00 pm

LUNCH BREAK

2:00 pm - 3:30 pm

COLLABORATE: MANAGING COMMENTS

- Understanding the Comments Palette
- Sorting Comments
- Filtering Comments
- Summarizing Comments
- Comparing Documents

ADOBE PDF SETTINGS

- Adjusting Image Settings
- Compressing Color Images
- Compressing Grayscale & Monochrome Images
- Setting a Policy
- Adjusting Font Settings
- Exploring Color & Advanced Settings
- Saving Your Adobe PDF Settings

3:30 pm - 3:45 pm

BREAK

3:45 pm - 5:00 pm

OPTIMIZING A PDF

- Reducing File Size
- Using the PDF Optimizer
- Using the Redaction Tool
- Working with Bates Numbering
- Using Batch Processing

CONTROL: SECURING & SIGNING

- Creating a Password Driven Security Policy
- Setting a Password to Restrict Editing
- Creating a Security Envelope
- Managing Security Policies
- Creating a Certificate Based Policy
- Choose Recipients for a Certificate Protected PDF
- Creating & Using Digital Signatures
- Managing Trusted Identities
- Certify a PDF & Add a Handwritten Signature