

## ADOBE ACROBAT - FOUNDATION COURSE OUTLINE

<b>APPLICATION:</b>	ADOBE ACROBAT
<b>LEVEL:</b>	FOUNDATION
<b>DURATION:</b>	TWO DAYS

### WHO SHOULD ATTEND

This course is designed for PC users of all levels of experience, who need to share documents with other users, both within their own and within external organisations, regardless of the operating systems and office software they use. Usually, delegates attending this course will have some experience using office productivity applications such as Microsoft Word and may already have some experience viewing .pdf documents with Adobe Acrobat Reader.

### PREREQUISITE

Delegates should be familiar with the basic functions of Windows and have some basic applications experience such as copying and pasting text, formatting text, etc within Microsoft Word.

### COURSE OBJECTIVES

The course will teach delegates how to use Adobe Acrobat to create platform and application independent documents for widespread sharing and collaboration; problem free digital document proofs; how to create pages for the Web and computer to plate solutions.

### COURSE CONTENT

<b>Introduction to Acrobat</b>	Understanding pdf files - their form and function.
<b>The Acrobat Environment</b>	The toolbar and status bar. Using bookmarks. Thumbnails and annotations in Acrobat files. Setting general preferences. Understanding document info.
<b>Creating PDF Files</b>	Creating pdf files Microsoft Word. Using pdf writer. Using Acrobat Distiller.
<b>Using Acrobat in the Digital Proofing Cycle</b>	Using the pencil tool. Attaching notes to documents. File annotation features. Text annotation features. Drawing attention to text edits using highlight, strike through and underline text features. Using the text touch-up tool. Using stamps. Comparing documents. Using digital signatures.
<b>Creating Interactive PDFs</b>	Creating and editing links. Bookmarks and articles. Setting page actions. Creating buttons. Adding sounds and video.
<b>Search Facilities</b>	Using Acrobat search. Using search to locate a specific pdf file containing specific information.
<b>Using Acrobat Catalog</b>	Catalog overview and indexing. Building and changing an index.
<b>Security</b>	Applying security options to a document.