SKILLZME

Adobe Acrobat XI **Advanced Course Outline**

Duration : 2 days

Course Overview and Objectives

Discover how to create Acrobat documents from Microsoft Office and a wide range of other sources. Learn how to control Adobe PDF output quality for print, web, and other distribution media.
Master editing PDF files and using PDF as a platform for collaboration
Understand how to secure PDF documents and take advantage of signatures.
Learn how to build and use PDF forms.
Discover how to implement and execute PDF document review cycles

Pre Requisites:
Knowledge in working with Mac OS or WIN,
Knowledge in MS Office is helpful

Introducing **Adobe Acrobat X**

- About Adobe PDF, Adobe Acrobat, Adobe Reader
- PDF on the web
- A first look at the work area
- Viewing PDF presentations in Full Screen mode
- Viewing PDF files in Read mode
- Designing documents for online viewing
- Getting help

Exploring **the Work Area**

- Opening a PDF file
- Working with the toolbars
- Working with task panes
- Customizing the Quick Tools toolbar
- Using keyboard shortcuts to select tools
- Navigating PDF documents
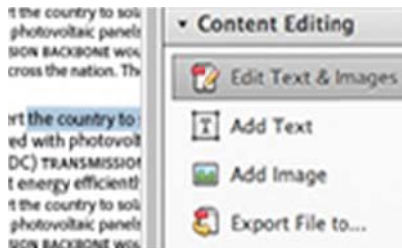
Creating **Adobe PDF Files**

- Using the Create command
- Dragging and dropping files
- Converting and combining different types of files
- Using PDFMaker
- Using the Print command to create Adobe PDF files
- Reducing file size
- About compression and resampling
- Scanning a paper document
- Making scanned text editable and searchable
- Converting email messages to PDF (Windows)
- Converting web pages to Adobe PDF

Reading and Working **with PDF Files**

- Changing the opening view
- About the onscreen display
- Reading, Searching, Printing PDF documents,
- Filling out PDF forms
- About flexibility, accessibility, and structure
- Working with accessible documents
- Making files flexible and accessible
- Using the Acrobat accessibility features
- Sharing PDF files

Edit text in a PDF - Fix a typo, change a font, or add a paragraph to your PDF as easily as you do in other applications using a new point-and-click interface.

Edit images in a PDF - Resize, replace, and adjust images in your PDF with no need to track down the original file or graphic.

Using Acrobat with Microsoft Office Files (Windows)

- Converting Microsoft Word files to Adobe PDF
- Converting Excel documents and starting a review
- Converting PowerPoint presentations
- Converting web pages from Internet Explorer
- Saving PDF files as Word documents
- Extracting PDF tables as Excel spreadsheets

Enhancing and Editing PDF Documents

- Examining the work file
- Moving pages with page thumbnails
- Editing Adobe PDF pages
- Renumbering pages
- Editing links
- Working with bookmarks
- Adding multimedia files
- Editing text
- Copying text and images from a PDF file
- Setting document properties and metadata

Combining Files in PDF Portfolios

- Creating a PDF Portfolio
- Customizing your PDF Portfolio
- Sharing your PDF Portfolio
- Searching a PDF Portfolio

Adding Signatures and Security

- Viewing documents in Protected Mode(Windows only)
- Viewing security settings
- Adding security to PDF files
- Creating digital signatures
- Signing a document digitally
- Modifying signed documents
- Certifying PDF files
- Signing certified documents
- Using security envelopes

Using Acrobat in a Review Cycle

- Adding comments to a PDF document
- Working with comments
- Initiating a shared review, Initiating live collaboration

Working with Forms in Acrobat

- Converting PDF files to interactive PDF forms
- Adding form fields
- Distributing forms
- Collecting form data, Working with form data
- Calculating and validating numeric fields

Using Actions

- Using predefined actions
- Creating an action
- Sharing actions

Using the Legal Features

- Legal features in Adobe Acrobat X
- About Bates numbering and redaction
- Applying Bates numbering
- Defining Bates numbering
- Editing Bates numbering
- Applying redaction
- Changing the appearance of redactions
- Searching text for redaction
- Assembling PDF documents
- Marking redactions across multiple pages

Using Acrobat in Professional Printing

- Creating PDF files for print and prepress
- Preflighting files (Acrobat Pro)
- Working with transparency (Acrobat Pro)
- Setting up color management
- Previewing your print job (Acrobat Pro)
- Advanced printing controls

Convert PDF files to Excel - Turn your PDF or just part of it into an editable Excel spreadsheet you can use for data analysis right away.

GOLD RESELLER

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