

Acrobat

CODE: - 485

Duration: 1 Days

Time: 8:30am to 4:00pm

OVERVIEW

Adobe PDF is the foundation for workflows in the publishing industry. It also plays a key role in educational administrative services, and is used for producing applications, registration forms, surveys, lesson plans, and more. Editable PDF documents also allow teachers and students to publish and share documents for peer review. An Adobe PDF document preserves all the fonts, formatting, graphics, and color of any source document, regardless of the application and platform used to create it. Adobe PDF files are compact and can be shared, viewed, navigated, saved, and printed exactly as intended by anyone with the free Adobe Reader. You can convert any document to an Adobe PDF file by using Adobe Acrobat X Pro.

What you will Learn:

Learn how to make forms
Edit PDFs
Creating PDFs
Adding Security to your PDFs
Creating Digital Signatures

Creating PDFs

- Acrobat PDF maker
- Creating PDF from Microsoft office
- Creating from web pages
- Creating PDF from a single file
- Creating multiple PDF files in a batch
- Creating from a scanner
- Optimising a scanned document

Course Content:

Getting started

- Acrobat and PDFs
- Starting acrobat
- I face
- Tool bars
- Navigation pane

Viewing and printing PDF

- Using navigation tools
- Changing views
- Using the zoom tools
- Splitting documents into multiple views
- Working with multiple documents

Combining documents

- Merging multiple files into a PDF
- Creating a PDF portfolio
- Editing a portfolio
- Customising a PDF portfolio
- Editing files in a portfolio
- Working with files in a PDF portfolio
- Securing a PDF portfolio

Modifying PDFs

- Inserting and deleting pages
- Extracting content
- Replacing pages
- Cropping pages
- Moving and rotating pages
- Re numbering pages
- Adding headers and footers
- Adding watermarks
- Adding backgrounds
- Editing text
- Adding text



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Course Content:

- Changing text format
- Placing images
- Copying content
- Reducing file size
- Tracking forms
- Returning a completed form
- Understanding the form responses file

Attaching documents to a PDF Managing attachments

Bookmarks

- Creating book marks in a source document
- Creating bookmarks manually
- Editing bookmarks
- Nesting bookmarks
- Changing the appearance of book marks
- Bookmarks actions

Links

- Creating links
- Duplicating links
- Creating destination links
- Creating links to another PDF

PDF forms

- Understanding PDF forms
- Editing form fields
- Adding Text fields
- Changing field properties
- Numeric fields
- Calculating fields
- Adding hidden fields
- Adding radio button
- Adding dropdown lists
- Adding a submit button
- Creating multiple copies of fields
- Adding reset and cancel buttons
- Testing your form
- Distributing forms by email

Working collaboratively

- Understanding comments
- Adding sticky notes
- Using annotations tools
- Inserting digital identity stamps
- Understanding the acrobat review process
- Initiating an email review
- Returning a reviewed PDF
- Merging review comments
- Working with the comments list pane
- Managing comments
- Summarising comments

Searching PDF documents

- Finding words
- Searching multiple PDF
- Performing an advance search

Securing your document

- Understanding your document security
- Adding a document open password
- Changing password protection
- Adding permissions passwords
- Removing password protection
- Creating a self signed digital ID
- Certifying a PDF
- Digitally signing a PDF
- Exporting a digital Id certificate
- Verifying a digital signature
- Encrypting for certain Ids using certificates
- Creating a Security policy
- Applying a security policy
- Sending files as a secure attachment.

