

# Adobe Acrobat– Sample Course Outline

Duration: Two Days

This course is suitable for anybody looking to use Acrobat to create and manage PDFs.

## What will be covered?

- ✓ Generating PDFs from different sources
- ✓ Editing and managing PDFs
- ✓ PDF security
- ✓ PDF forms

## Features covered

### Creating PDFs from Microsoft Office

- Generate PDFs from Microsoft Office
- The PDF Maker
- Embedding bookmarks, TOC, links
- Powerpoint and HRML to PDF

### Acrobat Distiller

- Create low and high quality PDFs
- Impact of resolution and font embedding
- PDF versioning

### Generating and combining PDFs

- Converting from web pages
- Selection mode and output control
- Embedded media settings and flash control
- Combine PDFs
- Advantages of single files and PDF Portfolio

### Layout modes and the organiser

- Appending different media
- Customising Portfolio
- Home, index and list modes
- Favourite places and exploring metadata
- Network places

### Editing and repurposing

- Use the touch-up text tool and change properties
- Repurpose Export data and save out images
- Document wide extraction and conversion options

### Secure your PDF file

- Different types of Acrobat security
- Security Policies
- Applying security and testing
- Password and permissions restrictions

### Optimise your PDF file

- Check for file content
- Reduce image size and compression
- Edit font embedding and remove metadata
- Flatten forms fields, remove comments

### Acrobat.com

- Connect as repository and remote presentations
- Gaining control of users desktop
- Chat and communication pods
- Adobe Buzzword
- File Manager and uploading

### Adobe PDF Forms generation

- Generating a simple PDF (Acro) Form
- Working with form fields, logic and validation
- Configure the buttons
- Personal or workgroup form distribution
- Submitting and saving data with Adobe Reader
- Using the forms tracker
- Adobe Reader Extensions
- Collecting data and analysis and exporting to CSV and XML