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What do I need?

Learners should be comfortable in the Windows environment and be able to use Windows to manage information. Learners should have completed Introduction to Windows or possess equivalent knowledge prior to attending this course. Learners should have minimal experience with common office applications, such as word processing, spreadsheet, and web browser applications.

How long is the course?

2 Days

Who should attend?

This course is designed for anyone who will use a computer and Acrobat10 Standard or Professional to work with PDF files and needs to convert technical documents to PDF files, enhance and control PDF content accessibility, customise PDF documents for interactive use online, and prepare PDFs for commercial printing.

Access information in PDF documents

Understand where & why to use Adobe Acrobat
Start Adobe Acrobat and understand the screen elements
Open and close menus, use toolbars
Opening PDF documents
Document navigation
Paging through documents
Adjusting page position, magnification & layout
Understand & use read & full screen mode

Creating PDF documents

Customising Adobe PDF settings
Creating Adobe PDF files from various file types
Creating Adobe PDF files by dragging & dropping
Saving Adobe PDF files & document changes
Preventing & recovering lost changes
Reducing Adobe PDF file size converting Adobe PDF to other file formats

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Manipulate PDF document pages
Edit text in a PDF
Add headers and footers
Customise page numbering search for text using find & search
Optical character recognition (OCR)
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Use bookmarks
Create and modify links
Navigating with bookmarks & links

Working with multiple PDF documents

Organise PDF's into a collection
Control access to multiple PDF documents
Search multiple PDF documents

PDF document review

Add review tools to a PDF document
Digitally sign a PDF document
Markup a PDF document
Compile and view comments from multiple reviewers

Finalising PDF files for printing

Preflight documents
Create PDF/x-compliant files

Create interactive forms in designer

Create a PDF form
Add text form fields
Create calculations
Create fields with predefined responses
Create buttons
Organise collected data in a spreadsheet
Create an interactive PDF form
Use & understand form fields
Test a form