

Introduction to Adobe Acrobat

Training course outline

PDF is the de-facto standard for distributing documents via the Web to view or print.

Introduction to Adobe Acrobat introduces Acrobat's most useful features for sharing, reviewing and controlling content.



Course summary

Teaches how to create PDF documents from a variety of sources, and goes on to cover:

- Sharing PDFs with virtually anyone, anywhere.
- Unifying content into a single compressed PDF portfolio.
- Collaborating through shared reviews.
- Creating interactive forms and collecting data.
- Protecting and controlling sensitive details.

Duration

One day.

Who should attend?

Anyone who wishes to extend their knowledge beyond the basics of just viewing and printing PDF files.

In-class or live online

You can attend this course in-person at any of our centres, or participate online from your place of work or home.

To read about our approach to online training, see armada.co.uk/onlinetraining.

General information

Courses are hosted by highly experienced instructors with vast experience of using the application professionally.

Whilst attending training at our centres, you'll have the use of a computer running licensed Adobe Creative Cloud software to practice the techniques taught. You can choose to use a Windows computer or Mac.

Refreshments and lunch are provided.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

Course materials and certificate

You'll receive:

- A comprehensive training guide and practice files.
- An e-certificate (PDF) confirming successful course completion.

Method of delivery

Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help you learn the techniques taught.

You have ample opportunity to discuss specific requirements with the trainer.

After course support

Following training, you're entitled to 30 days' email support from your trainer.

Further information

See armada.co.uk/course/ac.

Course syllabus

See over.

Course syllabus

Topics	Sub-topics
Introducing Acrobat	A discussion of Acrobat, Portable Document Format (PDF), PostScript and Distiller Creating, using and distributing PDF files
Working with Acrobat	Opening PDF files in Acrobat Getting to know the work area Using and customising the toolbars Browsing documents using a variety of methods Using the zoom functions Saving and closing files
PDF file creation	Using Acrobat's open file command and the PDF printer Creating PDFs from other file types and the web Converting paper documents to PDF Creating PDFs from Microsoft applications
Working with PDF files	Editing files Rotating, cropping and inserting Extracting and re-numbering pages Selecting and editing text and images Creating headers and footers Adding watermarks and backgrounds Creating new links and bookmarks

Topics	Sub-topics
Portfolios	Combining a wide range of file types into a polished, organised portfolio
Bookmarking and linking	Creating and editing bookmarks Working with the link tool Creating links Changing link appearance Action properties
Using Acrobat in a review Cycle	Working with the commenting tools Setting preferences and comment appearance Marking up a document Using a variety of tools, e.g. notes, stamps, highlighter, pencil and other drawing tools Attaching files as notes Exporting and importing comments Summarising and reviewing comments
PDF security	Securing PDF documents against editing and extracting data