

Adobe Acrobat Advanced - 2 Days

About the course

Course aims: This course is designed to give delegates who already have experience of working with Acrobat the skills to explore further the potential of this software application. This is a two day practical course which will include Acrobat Distiller options and settings, advanced navigation and colour management issues, advanced editing and commenting features and document security issues.

The course will also include an overview of accessibility issues, creating online forms using Acrobat, using web capture and Acrobat Catalogue.

Requirements: You should have attended the Introduction to Adobe Acrobat course or have an equivalent working knowledge.

In this course the following areas will be covered:

Prepayments & accruals

Fixed assets & depreciation

Delivery Addresses

Purchase Orders

- Entering Purchase Orders
- Purchase Order Skeletons
- Processing Purchase Orders
- Product Records & Purchase Orders

Introduction

- Overview of accessibility features
- Overview of security features
- Using in-built flightcheck
- Interface layout - new features
- Customisable toolbars

A detailed look at Distiller

- Acrobat PDF settings (job options)
- Creating custom PDF settings
- Importing PDF settings
- Resolution and compression issues
- Font issues with Distiller
- Colour management policies
- Setting compatibility standards (PDF-X)

PDF security issues

- Security strategies
- Setting bulk security

Advanced navigation

- Creating articles and destinations
- Linking bookmarks to Acrobat objects
- Using enhanced links
- Page numbering

Colour management and preflight

- Setting a colour management policy
- Setting Distiller for optimum colour management
- Proof setup
- Using Preflight
- Changing Preflight settings

Practical exercises

Advanced editing and commenting

- Using the Touchup Text tool
- Adding headers and footers
- Setting common preferences
- Importing and exporting comments
- Collating comments
- Using Review Tracker
- Comparing document features

Further security issues

- Security strategies
- Adding basic PDF security
- Adding a watermark
- Setting up Digital IDs
- Signing a document
- Creating digital signatures
- Hidden content
- Importing and exporting certificates
- Managing digital signatures

Accessibility

- The importance of accessibility
- Using tags to reflow
- Editing tag order
- Using accessibility utilities (for example: Read Aloud)

Advanced form creation

- Setting up forms
- Setting the grid
- Form shortcuts
- Validating and formatting
- Interaction with JavaScript and CGI

Further Acrobat features

- Enhanced search policies
- Embedded PDF search index
- Acrobat 3D - an overview
- Acrobat Connect - an overview

Questions and answers



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