

Acrobat 7.0 - Level 1

Days of Training: 1

Overview

In this course, students will use Adobe Acrobat 7 to make your information more portable, accessible, and useful to meet the needs of your target audience.

Prerequisites

Minimal experience with computers and common office applications, such as word processing spreadsheet, and Web browser applications.

Next Steps

Acrobat 7.0 - Level 2

Lesson 1: Accessing Information in PDF Documents

- Browse a PDF Document
- Navigate to Specific Content Within a PDF Document
- Conduct a Simple Search
- Extract Content from a PDF Document

Lesson 2: Creating PDF Documents

- Create a PDF Document from a Word Document
- Create PDF Documents Using the Print Command
- Create PDF Documents from Web Pages
- Create a PDF Document from Using Acrobat

Lesson 3: Modifying PDF Documents

- Manipulate PDF Document Pages
- Edit Text in a PDF
- Add Headers and Footers
- Customize Page Numbering

Lesson 4: Adding PDF Navigation

- Use Bookmarks
- Create and Modify Links
- Format a Story as an Article

Lesson 5: Working with Multiple PDF Documents

- Organize PDFs into a Collection
- Control Access to Multiple PDF Documents
- Search Multiple PDF Documents

Lesson 6: Initiating and Participating in a PDF Document Review

- Choose a Collaboration Workflow
- Add Review Tools to a PDF Document
- Digitally Sign a PDF Document
- Markup a PDF Document
- Compile and View Comments from Multiple Reviewers

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Acrobat 7.0 - Level 2

Days of Training: 1

Overview

In this course, you will use Adobe Acrobat 7.0 Professional to convert technical documents to PDF files, enhance and control PDF content accessibility, customize PDF documents for interactive use online, and prepare PDFs for commercial printing.

Prerequisites

Acrobat 7.0 - Level 1

Lesson 1: Creating PDFs from Technical Documents

- Create PDF Documents from within Microsoft Visio
- Create PDF Documents from within Autodesk AutoCAD
- Measure Technical Drawing Content

Lesson 2: Enhancing PDF Documents

- Embed Multimedia
- Create Actions
- Optimize PDF Files
- Batch Process PDF Documents
- Make a PDF Document More Accessible
- Repurpose a PDF Document for Other Displays

Lesson 3: Creating Interactive PDF Forms in Adobe Designer

- Create a PDF Form
- Add Text Form Fields
- Create Calculations
- Create Fields with Predefined Responses
- Create Buttons
- Organize Collected Data in a Spreadsheet

Lesson 4: Preparing PDF Files for Commercial Printing

- Examine the Commercial Printing Overview
- Choose Appropriate Methods of Creating PDF Files for Prepress
- Apply Color Management Settings
- Create and Apply Appropriate Adobe PDF Settings for Prepress
- Preview Printed Effects on Screen

Lesson 5: Finalizing PDF Files for Commercial Printing

- Preflight Documents
- Create PDF/X Compliant Files
- Create a Composite
- Create Color Separations

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