



Adobe Acrobat 5.0

Course Outline



Course Synopsis:	Properties of a PDF File; Creating a PDF with the PDF Writer; Creating a PDF with the Distiller; Navigating a PDF Document; Security; Using Information from a PDF File; Setting Preferences
Who Should Attend:	Regardless of your industry, everyone can benefit from this informative and exciting class. Individuals who will be preparing forms for intranet or internet use will find lots of useful tips to get the most out of Acrobat 5.0. New features will be discussed in great detail and hands-on exercises will give the student the ability to see the many features of Acrobat 5.0 in action.
Prerequisites:	Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up with without slowing down the rest of the class. We highly recommend working with the application tutorial before taking this class.
What You Will Learn:	<ul style="list-style-type: none"> • The Acrobat 5.0 Interface and Workflow • New Commenting and Reviewing Tools • Editing and Securing PDF Files • Touch Up and Review Tools • PDF Security and Digital IDs • Accessibility Techniques • LifeCycle Form Designer Tools • Print Production Techniques • CS Suite Integration
Time:	Class time is 9:00 a.m.-4:00 p.m. Breaks are scheduled throughout the day and lunch is typically scheduled from 12-1. Students provide their own lunch.
Location:	401 Lewis Hargett Cir. Suite #120 Lexington, KY 40503
Related Courses:	We recommend the following courses that relate to this class: Adobe Acrobat eForms and JavaScript.
Goals:	Our philosophy is that training should be professionally delivered and fun. Spacious classrooms with individual workstations, break room, and friendly environment make for an enjoyable learning experience. Computer Training Solutions' instructor's have both the expertise in the software being taught and the experience in how to utilize the software to improve job performance and productivity. Our instructors maintain Microsoft certification in several products.
Registration:	You can register over the phone or online by emailing Rebecca Williams at rebeccawilliams@cts-ky.com or 859-277-1771



Acrobat 7

Course Outline

COURSE MATERIALS

COURSE MATERIALS ARE PROVIDED. OUR GOAL IS TO MAKE SURE YOUR CLASS MEETS YOUR OBJECTIVES, NOT OURS. THEREFORE, ALL OF OUR OUTLINES ARE TREATED AS GUIDES TO HELP STEER THE WORKSHOP. WE MAY CHANGE OR ALTER COURSE TOPICS TO BEST SUIT THE CLASSROOM SITUATION.

The New Acrobat 7.0 Interface

- Using the new Help Menu
- Previewing the tools in Acrobat 7.0
- Using the Navigation Pane
- Advanced zoom tools
- Measuring tools
- Layout tools
- Properties toolbar

Acrobat 7.0 Commenting and Re-viewing Tools

- Commenting Changes
- Overview of commenting tools
- New Commenting tools
- Managing comments in your PDF file
- Summarizing and filtering comments
- Sending for Review

Working with PDF files

- Easily create PDFs from Microsoft Word, Internet Explorer, and other desktop applications
- Integrate Acrobat 7.0 comments into Microsoft Word
- Insert Editor's marks
- Create "eBinders" of composite PDF documents
- Stamp watermarks and page numbers onto pages
- Settings that create all purpose

PDF interactivity

- Embed multimedia elements
- Create and correctly set up interactive PDFs with mouse rollovers, cross document links, web link & bookmarks
- Create interactive, online forms to improve business processes
- Control your PDF workflow
- Prepare PDFs for display on alternative viewers, such as handheld devices

Indexing and Searching

- Basic and advanced searching
- Preparing files for Indexing
- Creating an Index
- Searching an Index
- Adding a Welcome Page
- Searching the Web for PDFs
- Perform a search in an Adobe PDF document by using JavaScript

Managing PDF Documents

- Combining PDF documents
- Managing and processing large numbers of files
- Manage a collection of documents by creating a batch script
- Manage a collection of documents by executing a batch script

The New Acrobat 7.0 Form Tools

- LifeCycle Designer
- Adding Text
- Adding Text Fields
- Adding Drop Down Lists
- Naming Fields
- Adding Checkboxes
- Adding Radio Buttons
- Checking the Tab Order

Acrobat Security and Accessibility

- Security Policies
- Creating a Digital ID
- eEnvelopes
- Touchup Reading Order Tool
- Accessibility Setup Assistant
- Ensure your PDFs meet the latest standards, including Section 508 compliance and PDF/X

Print Production Techniques

- Trap Preset
- Output Preview/Ink Manager
- Preflight Tool
- Converting Colors
- Add Printer Marks and Crop Tool
- Fix Hairlines Tool