



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: MMG7957
Course Name: Adobe Acrobat
Course Length: 14 Hours

Last Revised On: 7/8/08

Description:

The student will learn how to use Adobe Acrobat for a multitude of business solutions. They will learn how to create PDF documents for general use and the web. How to use Acrobat to Edit PDF documents. They will learn about document security and distribution of PDF documents. Finally they will learn how to enhance PDF documents by creating forms, adding multimedia elements and how to batch process and automate common tasks.

Objectives:

- Navigate the Acrobat workspace
- Read PDF documents with Adobe Acrobat
- Create a PDF document
- Create a PDF document from within other programs
- Capture PDF documents
- Create navigation for PDF documents
- Create Interactive PDF navigation
- Learn how to edit PDF documents and how to review them
- Learn how to add digital signatures
- How to optimize PDF documents
- How to create forms
- How to add Multimedia Element
- How to create a PDF index

Content:

1. Beginning with Adobe Acrobat

- What's new in Acrobat
 1. New features
 2. New User Interface
 3. Enhanced Acrobat tabs
 4. Enhanced export and import features
 5. New Menu commands
 6. Creating PDF documents



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- Using the Acrobat Interface
 1. Navigation Pane
 2. Document Pane
 3. How to Pane
 4. Menu commands
 5. Acrobat toolbars
 6. Customize the workspace
 7. Set preferences

- How to Read PDF documents
 1. Navigate the PDF document
 2. Change document views
 3. View multiple documents
 4. Search for a word or phrase
 5. Advanced searches
 6. Printing PDF documents
 7. Using Text and Graphics in other documents *How to create PDF Documents*

- Create a PDF from Adobe Acrobat
 1. Using the Create PDF command
 2. Create using drag and drop
 3. Create from the web
 4. Setting document properties
 5. Saving a PDF in other formats
 6. Using Acrobat Distiller

- Create a PDF from within other applications
 1. Microsoft Office
 2. Microsoft Word
 3. Microsoft Excel
 4. Microsoft PowerPoint
 5. From the print command



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- How to capture PDF Documents
 1. PDF documents from scanners
 2. PDF documents from Web sites

- Adding navigation to PDF documents
 1. Using the Bookmarks Tab
 1. Create bookmarks
 2. Modify bookmark properties
 3. Edit bookmarks

 2. Using the Pages Tab
 1. Create Links
 2. Using hotspots
 3. Edit Links

 3. Create a menu using links

- Adding Interactive navigation to your PDF documents
 1. Working with Actions
 2. Page Actions
 3. JavaScript Actions
 4. Create Linked Articles
 5. Using the destinations tab

2. Editing PDF Documents

- Understanding the basics of Editing PDF documents
 1. Edit your PDF visually using thumbnails
 2. Drag and drop editing
 1. Reorder
 2. Copy pages
 3. Edit with menu commands
 4. Append PDF Documents
 5. Adding page transitions
 6. Touch up a PDF document

- Review a PDF document
 1. Initiate an e-mail review
 2. Use the Review Tracker
 3. Use the comments Tab
 4. Add comments
 5. Add audio comments



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6. Create text annotations
7. Attach files
8. Apply a stamp
9. Mark up a document
10. Use graphic elements
11. Import and export comments

3. Adding Security and Distributing PDF documents

- Adding Digital Signatures
 1. Using digital signatures
 2. Create a profile
 3. Modify signature appearance
 4. Sign a document
 5. Using passwords
 6. Using certificates
 7. Adding document security to your PDF document

- Optimizing PDF documents
 1. Tagged documents
 2. Documents for the visually impaired
 3. Optimize for print
 4. Optimize for CD-ROM
 5. Optimize for Web
 6. Custom settings for Distiller
 7. Font considerations

- Optimizing PDF documents for the Web
 1. View PDF documents in a web browser
 2. Reviewing documents on line
 3. Prepare documents for the internet
 4. Save document for the internet
 5. Combine HTML and PDF files

4. Advanced PDF documents with Acrobat Professional

- Create forms
 1. Fill out a PDF form
 2. Design a form
 3. Create form fields
 4. Create a button field
 5. Create a check box



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6. Create a combo box
 7. Create a list box
 8. Create a Radio button
 9. Create a Text field
 10. Format form fields
 11. Validate form fields
 12. Create reset and submit buttons
 13. Export form data
 14. Import form data
- Add multimedia elements to PDF documents
 1. Work with Images
 2. Add sound
 3. Add movies
 4. Create a presentation
 1. Create an introduction
 2. Create a pop up menu using named destinations
 - Creating a PDF index
 - Edit with Batch Processing
 - Create an Index
 - Build an Index
 - Purge and rebuild an index
 - Move an Index

Prerequisites:

- Windows and Introduction to MS Word

Method of Instruction:

- Lecture
- Demonstration
- Hands-on use

Evaluation:

- Class Participation
- Instructor Observation
- Demonstration of Skills