DPA Communications

Adobe Acrobat X/XI Pro (CS6) Introduction/Intermediate

One-Day Course   **Windows and Macintosh**

Course Overview:

In this course you will learn how to create PDFs for such uses as document exchange, the web, intranets, in-house proofing, and commercial printing. In addition, you will create comments and mark- ups in a PDF for paperless edits and reviews, use the redaction features to blank out content, add interactivity such as book marks and hyperlinks, recognize text in scanned PDF documents using OCR settings and to set preferences and document properties. You will use Acrobat's extensive range of tools and panels and be able to navigate through this application with ease.

Course Content:

Getting Started

- Overview of the Adobe Acrobat interface: tools, menus and the navigation panels
- Using a variety of view features such as split view and navigation panels
- Customize the quick tool menu bars
- Page display settings: overview of the layout, select and zoom tools
- Set Initial view settings of a PDF document
- Review of document properties and original document information
- How to set up the preview mode and its settings
- Overview of Acrobat's general preferences

Creating PDFs

- Creating PDFs from Microsoft Office applications
- Overview of the PDF Maker in Microsoft applications and review of the settings
- Creating PDFs from Adobe applications
- Overview of the PDF Maker in Adobe applications and review of the settings
- Creating PDFs from within Adobe Acrobat
- Creating PDF files from the internet and clipboard areas
- Creating a PDF document from multiple file types within Adobe Acrobat

Editing PDFs

- Making minor text edits
- Inserting, removing and re-ordering pages
- Inserting blank pages into a PDF
- Using additional insert page options
- Cropping and rotating pages in a document

Enhancing PDFs

- Creating and organizing bookmarks using both automated and manual methods
- Setting bookmark structure, appearances and destinations
- Creating hyperlinks and adding basic page actions
- Creating headers and footers

Document Security Settings

- Removing sensitive content with the redaction feature
- Setting limited access to PDF documents
- Setting document security settings such as password protection and edit permissions
- Working with Comments
- Adding sticky notes and setting custom properties
- Using the properties bar to change settings
- Using the drawing and markup tools
- Exporting comments and markups to a PDF or Word file
- Review of the comment panel area
- Sorting and organizing comments