



# Advanced Adobe Acrobat X/XI Pro (CS6)

One-Day Course

Windows and Macintosh

## Course Overview:

In this course you will learn how to extract and convert content to Microsoft Word and Excel, create custom job option settings, review preference settings, add rich media and interactivity with buttons, edit images, graphics and text, compare the differences between two PDF versions, create a digital id, automate repetitive tasks using batch processing, create a full screen presentation complete with page transitions and to create and work with portfolios.

## Course Content:

### PDF file conversion settings

- Review of the Adobe PDF predefined settings
- Create custom PDF job option settings
- Exporting text and image settings
- Exporting PDFs to Microsoft Word and Excel
- Creating PDFs from compressed file formats including: tiff, eps, jpg, dwg, gif, png, etc.
- Setting up and reviewing the Adobe Acrobat Preferences
- Using the Compare Documents feature to indicate the differences between two versions of a PDF
- Adding source files (ie: from Microsoft Excel or Word) to a PDF

### Enhancing PDFs

- Adding digital signatures to a document and setting up a signature appearance
- Creating buttons to trigger events such as multimedia playback and document navigation
- Reviewing the print production tools
- Using the Acrobat Catalog to create indexes enabling enhanced searching across multiple PDFs
- Creating a PDF presentation by setting full screen or page transitions
- Using Batch processing to automate repetitive tasks in Acrobat
- Adding video, sound and SWF files

### Editing and Extracting PDF Content

- Editing and adding text
- Adding images or graphics to a PDF
- Using the typewriter tool bar
- Modifying graphics in Adobe Illustrator and Adobe Photoshop
- Adding backgrounds and watermarks to PDFs
- Editing text from a scanned document using OCR Text Recognition
- Exporting images and text from a PDF

### Creating PDF Portfolios

- Working with portfolios
- Creating and customizing a portfolio