

Acrobat Introduction - 2 days

Beginner course

This course is for those new to Acrobat and want to learn how to get the most out of their pdf's. Learn about converting PDF files, security, creating forms and much more. Learn how to create PDFs from Microsoft Office, edit, extract, comment, bookmark, navigate, combine, repurpose and secure your Adobe PDF documents. On the second day we look at building powerful Adobe PDF forms to optimise your workflow.

Our pledge

This course is guaranteed to be delivered by an Adobe Certified Instructor from Certitec - our pledge of excellence.

Overview

Improve the way in which you create, combine, distribute and share Adobe PDF documents with this highly acclaimed introduction course. We concentrate on the major areas of Adobe Acrobat - creating, combining, editing and securing, and also harnessing the power of Acrobat PDF forms.

Who is this course for?

This course is excellent for beginners and for those who are new to Acrobat and who wish to extend their basic knowledge (day 1) and start building intelligent PDF forms (day 2).

Assumed knowledge

You do not require any previous knowledge of Acrobat.



What you will learn

- Generate PDF files
- Document bookmarking
- Document repurposing
- Navigation
- PDFs from web pages
- Layout modes
- Combining
- Toolbars
- Editing and repurposing
- Securing your PDF
- Convert static forms to intelligent PDF forms
- Add form fields and form logic
- Prepare forms for distribution
- Test and collate data through response files
- Examine data through Excel or via Acrobat.com
- Secure PDF files

Level: **Beginner**
Duration: **2 days**
Cost: **£449 +VAT**



Claim: **£70 FlexiCredit**
Exam included: **No**

Mac and Windows  
Maximum delegates: **8**



This course is Adobe Authorised and delivered by an Adobe Certified Instructor

Payment

Payment can be made by cheque, BACS or all major credit/debit cards

London Covent Garden

17-18 July 2019

28-29 August 2019

20-21 November 2019

Course outline

Getting to know the basics

- Home (interface)
- Tools (interface)
- Linking to Adobe Document Cloud
- Linking to DropBox
- Linking to Sharepoint
- Working with multiple documents

Create PDF from Microsoft Office

- Generate PDFs from Microsoft Office
- The PDF Maker options
- Embedding bookmarks, links and comments
- Retaining rich content
- Embedding fonts

Bookmarking

- Automatic bookmarks
- Creation of manual bookmarks
- Bookmarks that do something different
- Importing bookmarks

Repurposing

- PDF to Word
- PDF to Excel
- PDF to Powerpoint

PDF from HTML

- Conversion options
- Selection mode
- Output control

Combining

- Combining single PDFs
- Combining multiple PDFs
- Copy and paste pages
- Extract pages
- Replaces pages

Editing

- Adding and editing text
- Formatting text
- Change image properties
- Open images in image editor
- Open objects in object editor
- Save out images

Scanned content to copy-edit

- Enhance documents ready for conversion
- Enhance scanned content
- Convert to real text
- Edit real text

Security

- Different types of Acrobat security
- Security Policies
- Applying security and testing
- Password and permissions restrictions
- Removing security

Forms generation

- Generating a simple PDF (Acro) form
- Examples of form field recognition
- Understanding form field types
- Recycle fields across documents
- Repeating fields and form logic
- Naming fields and workflow considerations

Form logic

- Form logic and validation
- Configuring simple calculations
- Mandatory form entry and options
- Sending a forms workflow message

Form Fields

- Text field
- Radio button field
- Checkbox field
- List field
- Dropdown field
- Image field
- Calendar field
- Reset button
- Print button
- Submit button

Fine tuning the form

- Rulers and guides
- Alignment and distribution
- Replacing background content
- Setting the tab order
- Layering content

Working with buttons

- Configure a button
- Show and hide options
- Creating a button effect

Form distribution (Reader extensions)

- Personal or workgroup form distribution
- Submitting and saving data with Adobe Reader
- Using the forms tracker
- Adobe Reader Extensions
- Collecting data and analysis

Course outline (continued)

- Filtering and sorting results
- Exporting to CSV and XML

Further information

Our guarantee of training satisfaction

No questions, no quibbles, no problem!

Should you ever need to take your course again, just let us know.

Requirements

- Basic knowledge of Windows or Macintosh.
- Understand how to launch an application and save files.
- For web courses you will need to have knowledge of web browsers.

Lunch

We provide flexible lunch vouchers which can be redeemed at outlets nearby such as

- Bella Italia
- Boots
- Burger King
- Co-operative
- Eat
- Greggs
- McDonalds
- Pizza Express
- Pret A Manger
- Starbucks
- Sainsbury's
- Tesco

to name but a few.

Support

We supply 6-months rock-solid support via email on the subject matter covered during the course.

General information

- Courses start at 10am and finish at 5pm.
- Please arrive 30 minutes prior to the start of the course on the first day.
- We operate a casual dress code.
- We supply all computers, software and courseware, pads, pens, lunch and refreshments.

- We have both macOS and Windows computers in our training rooms.
- Bring along a USB/Flash drive so you can take away your course files.
- Following your course, we will email you an Adobe Authorised Course Completion Certificate.
- Each course comes with an 500-page Adobe Classroom training book.
- Access to a secure section of our site that offers useful tips and tricks.

Certitec.

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