



Adobe Acrobat XI

Course ACBT-XI - 2 Days - Instructor-led, Hands-on

Introduction

This two day, instructor-led course is the most thorough and comprehensive way for creative professionals and business users to learn how to reliably create, edit, and sign PDF documents and forms with Adobe Acrobat XI. Each module in this project-based course contains a project that builds on your growing knowledge of the program, while end-of-chapter review questions reinforce each lesson.

This cross-platform (Mac and Windows) course shows you how to collaborate effectively through electronic reviews, easily share your work across multiple platforms and devices, and speed up your production and business task workflow with Acrobat XI.

In this new version you'll learn how to use an integrated Acrobat toolbar (for popular Microsoft and browser apps) so you can easily convert files to PDF and then learn how to directly edit text and images in your PDFs. We'll show you how to speed up your business workflow by gathering feedback and approval via online document reviews. And you'll learn how to create interactive forms and track responses within Acrobat, how to add signatures and security to your PDF files, and much more.

This course covers features included in Acrobat Pro and Acrobat Standard. We'll note where a tool or feature is available only in Acrobat Pro.

At Course Completion

Upon successful completion of this course, students will understand:

- Know where tools and navigational options are located
- Different ways to viewing PDF documents
- Describe multiple ways to creating a PDF file
- Advantages of different methods
- Use several methods to navigate a PDF document efficiently
- Search PDF files for specific content
- Assess the accessibility of a PDF file and make a PDF file more accessible
- Complete a form
- Print all or a portion of a PDF document
- Evaluate a PDF file to determine what needs to be done to finalize it
- Perform tasks such as deleting or inserting pages, editing links and bookmarks, renumbering pages and inserting video files
- Add or modify text in PDF files, replace and crop graphics, copy content to the pasteboard and export text, images and tables to Microsoft Office application formats
- Understand the PDF Maker options available in Word, Excel and PowerPoint
- Combine files into a single PDF

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- Explain why some files cannot be included in a combined PDF file
- Understand PDF Portfolios
- Describe the difference between security that prevents people from opening PDF documents without a password and security that limits the changes that can be made to a document
- Digital signatures
- Difference between using certificates to sign a document using Adobe EchoSign
- How to add comments to a PDF file and commenting tools for specific purposes
- Explain the basic review process and how to initiate a review
- Convert a document into an interactive form
- Distribute the form
- Work with the form responses in the PDF Portfolio
- Use actions (Acrobat Pro)
- Prepare an Adobe PDF file for professional printing

Prerequisites

Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC). Students should know how to use the mouse, standard menus and commands, and also how to open, save and close files.

Students should have some experience with common office applications, such as word processing, spreadsheet and web browser applications.

Outline

Module 1: Introducing Adobe Acrobat XI

- About Acrobat
- About Adobe Reader
- Working with the toolbars
- Same tools, different locations
- Panels in the Tools pane
- Using keyboard shortcuts to select tools
- Navigating PDF documents
- Viewing PDF files in read mode
- Designing documents for online viewing
- Customizing the Quick Tools toolbar
- Getting Help

Module 2: Creating Adobe PDF Files

- Using the Create command
- Inserting a blank page
- Using PDFMaker
- Using the print command to create Adobe PDF files
- Reducing file size
- Making scanned text editable and searchable
- Converting email messages to PDF (Windows)
- Converting web pages to Adobe PDF

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Module 3: Reading and Working with PDF Files

- Changing the opening view
- Reading PDF documents
- Searching PDF documents
- Printing PDF documents
- Filling out PDF forms
- Making files flexible and accessible

Module 4: Enhancing PDF Documents

- Moving pages with page thumbnails
- Manipulating pages
- Renumbering pages
- Managing links
- Applying Bates numbering
- Working with bookmarks
- Naming bookmarks automatically
- Adding multimedia files
- Setting document properties and metadata
- Setting up presentations

Module 5: Editing Content in PDF Files

- Editing text
- Redacting text
- Working with images in a PDF files
- Copying text and images from a PDF file
- Exporting PDF content to a PowerPoint presentation
- Saving PDF files as Word documents
- Extracting PDF tables as Excel spreadsheets

Module 6: Using Acrobat with Microsoft Office Files (Windows)

- About Acrobat PDF Maker
- Converting Microsoft Word files to Adobe PDF
- Creating Adobe PDF files from Word mail-merge templates
- Converting Excel documents and starting a review
- Converting PowerPoint presentations
- Converting web pages from Internet Explorer

Module 7: Combining Files

- Selecting files to combine
- Arranging pages
- Merging the files
- Creating a PDF Portfolio (Acrobat Pro)

Module 8: Adding Signatures and Security

- Viewing documents in Protected mode (Windows only)
- Adding security to PDF files
- About digital signatures
- Creating digital signatures
- Signing in Preview mode

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- Sharing certificates with others
- Signing a document digitally
- Modifying signed documents
- Using Adobe EchoSign
- Certifying PDF files
- Signing certified documents
- Securing PDFs in FIPS mode (Windows)
- Using security envelopes

Module 9: Using Acrobat in a Review Cycle

- Adding comments to a PDF file
- Commenting in Adobe Reader
- Working with comments
- Summarizing comments
- Initiating a shared review
- About Acrobat.com
- Starting an email-based review

Module 10: Working with Forms in Acrobat

- Converting PDF files to interactive PDF forms
- Adding form fields
- Specifying an answer format
- Types of form fields
- Distributing forms
- Tracking forms
- Operations for distributing forms
- Collecting form data
- Working with form data

Module 11: Using Actions (Acrobat Pro)

- Using predefined actions
- Creating an action
- Avoiding the Full Screen mode warning
- Sharing actions

Module 12: Using Acrobat in Professional Printing (Optional)

- Guidelines for creating print-ready PDF files
- Creating PDF files for print and prepress
- Preflighting files (Acrobat Pro)
- Setting up color management