Introduction to Adobe Acrobat
Training course outline

PDF is the de-facto standard for distributing documents via the Web to view or print.

Introduction to Adobe Acrobat introduces Acrobat's most useful features for sharing, reviewing and controlling content.

Course summary
Teaches how to create PDF documents from a variety of sources, and goes on to cover:
- Sharing PDFs with virtually anyone, anywhere.
- Unifying content into a single compressed PDF portfolio.
- Collaborating through shared reviews.
- Creating interactive forms and collecting data.
- Protecting and controlling sensitive details.

Duration
One day.

Who should attend?
Anyone who wishes to extend their knowledge beyond the basics of just viewing and printing PDF files.

In-class or live online
You can attend course in-person at any of our centres, or participate online from your place of work or home.

To read about our approach to online training, see armada.co.uk/live-online-training.

General information
Armada is an Adobe Authorised Training Centre (AATC), and our *Introduction to Adobe Acrobat* course is accredited by Adobe.

Acrobat courses are hosted by a trainer who is an Adobe Certified Instructor (ACI) and an Adobe Certified Expert (ACE) in Acrobat.

Introduction to Adobe Acrobat training is arranged *on-request*, i.e. one-to-one training or a course for your group. This means that the training can be:
- Provided when it suits you.
- Adapted to reflect the work you're going to be doing in Acrobat, focusing on topics that are most important to you.

Whilst attending training at our centres, you'll have use of a computer running licensed Acrobat Pro software to practice the techniques taught. Refreshments and lunch are provided.

Course fees can be paid by card or bank transfer. We accept purchase orders from UK-registered companies and public sector organisations.

If you're self-funding your training, you can pay in staged payments, interest-free, over 12 months.

Course materials and certificate
You'll receive:
- Comprehensive training materials.
- An e-certificate (PDF) confirming completion of an Adobe-accredited *Introduction to Adobe Acrobat* course.

Method of delivery
Training is designed for the busy professional, being short and intensive and combining lecture and demonstration. Practical exercises carried out under guidance help delegates learn the techniques taught.

Delegates have ample opportunity to discuss specific requirements with the trainer.

After course support
Following Acrobat training, you're entitled to 30 days' email support from your trainer.

Further information
For further details, see armada.co.uk/course/acrobat-training/. For a quote and details of our availability, please contact us.

Course syllabus
See over.

Course syllabus

Topics	Sub-topics
Introducing Acrobat	A discussion of Acrobat, Portable Document Format (PDF), PostScript and Distiller Creating, using and distributing PDF files
Working with Acrobat	Opening PDF files in Acrobat Getting to know the work area Using and customising the toolbars Browsing documents using a variety of methods Using the zoom functions Saving and closing files
PDF file creation	Using Acrobat's open file command and the PDF printer Creating PDFs from other file types and the web Converting paper documents to PDF Creating PDFs from Microsoft applications
Working with PDF files	Editing files Rotating, cropping and inserting Extracting and re-numbering pages Selecting and editing text and images Creating headers and footers Adding watermarks and backgrounds Creating new links and bookmarks

Topics	Sub-topics
Portfolios	Combining a wide range of file types into a polished, organised portfolio
Bookmarking and linking	Creating and editing bookmarks Working with the link tool Creating links Changing link appearance Action properties
Using Acrobat in a review Cycle	Working with the commenting tools Setting preferences and comment appearance Marking up a document Using a variety of tools, e.g. notes, stamps, highlighter, pencil and other drawing tools Attaching files as notes Exporting and importing comments Summarising and reviewing comments
PDF security	Securing PDF documents against editing and extracting data

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