



ACROBAT BASICS (1 DAY)

Who Should Attend: This class is for new users who need to learn how to create and work with PDFs.

Prerequisites: Basic computer skills and proficiency with at least one document source application (MS Office Applications, FrameMaker, InDesign, etc.) are assumed.

Getting Started

- Creating and publishing PDFs — Overview
- Setting viewing preferences, magnification, and navigation methods
- Opening and docking tool bars, task buttons, and navigation tabs
- Introduction to making PDF enhancements
- Searching in PDF documents
- Introduction to using Acrobat Forms
- Introduction to ePublishing — presentations and article threading

Creating PDFs

- Acrobat Distiller overview — conversion settings and preferences
- Creating PDFs from Microsoft Office Applications (MS Word and PowerPoint), postscript files, images, and more.
- Creating PDFs from multiple files and multiple file types
- Using Acrobat (paper) Capture Plug-in
- Controlling how a PDF opens
- Graphics compression and font embedding—overview

Organization and Navigation

- Working with Bookmarks and Pages (Thumbnails)
- Working with Links and Destinations
- Working with Articles

Working With PDFs

- Manipulating pages
- Adding Headers and Footers to a PDF
- Modifying text properties
- Adding actions (link, bookmark, and page actions)
- Copying content from a PDF to other applications
- Extracting PDF text and graphics
- Controlling the display of page numbering
- Working with web pages converted to PDF
- Comparing two versions of a PDF

Touchup

- Using the TouchUp Text and TouchUp Graphics tools

Managing PDF Collections

- Creating, using, and managing PDF document collections.
- Combining PDFs, rearranging pages, and adding navigation methods.

PDF Portfolios and Security Envelopes

- Creating, using, and managing PDF Portfolios (multiple files assembled into a single integrated PDF package - original files retain their individual identities).
- Creating and using Security Envelopes (multiple files wrapped in an eEnvelope with security applied to the envelope instead of the individual files).

Batch Processing

- Introduction to creating, editing, and running a Batch Processing sequence

Indexing and Searching PDFs

- Creating and managing full-text search indexes for PDF document collections
- Searching in PDF documents





ACROBAT COLLABORATIVE WORKFLOWS (1 DAY)

Who Should Attend: This class is designed for users who want to learn how to work with Acrobat's editing and markup tools; choose, set up, and manage **collaborative workflows**. This is a "hands-on" class where you will be able to practice working with email, shared, and online based workflows



Prerequisites: The *Acrobat 8 Basics* class or experience with creating and working with PDFs.

Commenting and Markup

- Setting commenting preferences
- Using commenting tools — including the Note tool, Stamp tool (plus creating custom stamps), and the File Attachment tool
- Marking up documents using the Text Markup tools, Graphical Markup tools, and Indicate Text Edits tools
- Commenting technical drawings
- Using the Properties and Measuring toolbars
- Using the Loupe Zoom, Dynamic Zoom, and Pan & Zoom tools
- Spell checking comments

Managing Reviewer Comments

- Using the Comments panel to Manage comments — including:
 - displaying comments, searching comments, filtering comments, replying to comments, and importing/exporting comments
 - changing the review status (accepting and rejecting) of comments
 - making replies to reviewer comments
- Importing comments into a revised PDF (migrating comments discussion)

Collaborative Document Review Workflows

- Understanding managed document review workflows
- Choosing a workflow (workflow comparisons)
- Choosing a server or network folder (comments repository)
- Setting up, initiating, and participating in:
 - an **email-based review workflow** — including managing returned comments from an email-based review
 - a **shared review workflow** — including setting preferences for the frequency of comments synchronization and notifications, rejoining a shared review, checking for and publishing new comments, inviting additional reviewers and sending messages to reviewers
- Introduction to **Acrobat.com** — including how to create your free account, overview, features, and preferences
- Using the Review Tracker to manage document reviews
- Enabling PDF documents so users can participate in a review & markup workflow (or even individually outside of a workflow) using only Adobe Reader



ACROBAT ADVANCED TOPICS (1 DAY)

Who Should Attend: This class is designed for current users who want to learn how to include multimedia, use digital signatures, prepare documents for distribution (including examining documents, redacting sensitive content, and setting document security), and learn the basics of creating accessible documents. This class also provides an introduction to Acrobat eForms and the Adobe LiveCycle Designer.

Prerequisites: The *Acrobat 8 Basics* class or experience with creating and working with PDFs.

Digital Signatures

- About Digital IDs, certification methods, and the Adobe default security method
- Creating and using Digital IDs
- Signing and certifying documents
- Viewing Signature Field properties
- Comparing versions of signed documents
- Managing Digital ID certificates, including working with trusted identities
- Validating signatures

Distributing PDFs

- Considerations
- Creating a Fast Web View document
- Defining opening views
- Redacting sensitive content
- Examining a PDF for hidden content
- Setting document security
- Encrypting PDF files
- Optimizing PDF documents (using the PDF Optimizer)

Accessibility and Repurposing

- About accessibility
- Checking the accessibility of PDF documents
- Inserting special characters in a PDF document to facilitate document presentation for accessibility
- Creating tagged PDFs and reflowing the contents
- Using the Accessibility utilities
- Editing the logical structure tree of tagged PDFs
- Saving PDF documents to other formats

Navigation and Show/Hide Buttons

- Creating and using buttons
- Using the Fields palette and Context menus
- Creating Show/Hide field actions
- Creating Label (text) Only buttons
- Creating Links with button fields

Using Multi-Media in PDFs

- Adding Flash/WWF files as well as legacy movie and sound clips
- Converting legacy media to Flash
- Understanding the Trust Manager

Introduction to Acrobat Forms

- Introduction to Acrobat eForms — including adding and validating form fields, performing calculations on form fields, creating Reset and Submit buttons, calculating form fields using JavaScript, and creating Signature form fields
- Introduction to the Adobe LiveCycle Designer





ACROBAT 9 FOR THE LEGAL PROFESSION (1 DAY)

Who Should Attend: This class is for new users in the legal profession who need to create PDFs, work with PDF documents, and initiate, participate in, and manage document reviews. This class condenses and focuses on specific topics of interest from the regular 3-day set of Acrobat classes.

Prerequisites: Basic computer skills and familiarity with MS Office applications are assumed.

Getting Started and Creating PDFs

- Introduction to Acrobat 9
- Setting viewing preferences, magnification, and navigation methods
- Opening and docking tool bars, task buttons, and navigation tabs
- Creating and publishing PDFs from MS Word, images, and multiple files
- Creating PDF Collections — using the Acrobat Organizer to manage files
- Creating PDF Portfolios — “package” multiple PDF and non-PDF files for distribution

Working with PDFs

- Working with bookmarks and pages (thumbnails)
- Manipulating document pages (add, delete, extract, replace)
- Editing PDF content, using the Text and Object Touchup tools
- Comparing PDF documents
- Using Bates Numbering
- Copying from a PDF to another application
- Optimizing PDF documents

Distributing PDFs

- Redacting sensitive content
- Examining PDF documents for hidden content
- Setting document password security
- Creating secure envelopes

Using Acrobat Markup Tools

- Setting commenting preferences
- Using commenting tools (including notes, stamps, file attachments, text markups and graphical markups)

Managing Acrobat Comments

- Working in the Comments panel
- Displaying, filtering, importing, and exporting comments
- Working with and managing reviewer comments (including replying and setting a comment status, e.g., *accepted*, *rejected*, etc.)

Using Document Review Workflows

- Introduction to managed document review workflows — the focus is on email-based and shared document workflows (both allow enabling PDFs for review in the Adobe Reader)
- Choosing a workflow
- Initiating email-based and shared document reviews
- Participating in email-based and shared document reviews
- Managing reviews using the Review Tracker

Indexing and Searching PDFs

- Building a searchable index
- Searching an Acrobat index

Creating Simple Fillable Forms

- Adding text fields to a PDF form
- Creating Reset and Print buttons

