ACROBAT INDEPTH 1(1 DAY)

Who Should Attend: This class is for new or current *light* users of Acrobat.

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

Getting Started
- Introduction to the Acrobat X interface, working with the task and navigation panels, setting preferences, using different navigation methods, making PDF enhancements, searching in PDF documents, and using Acrobat Forms

Creating PDFs
- Creating PDFs from Microsoft Office Applications using PDFMaker as well as from postscript files, images, web pages, multiple files and file types, and more
- Controlling how a PDF opens
- Acrobat Distiller overview — conversion settings and preferences
- Graphics compression and font embedding—overview

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).

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

Working With PDFs
- Manipulating pages, editing PDF content, adding Headers and Footers to a PDF, 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, and comparing two versions of a PDF

Commenting and Markup
- Setting commenting preferences and using commenting tools — including the Note tool, Stamp tool, and the File Attachment tool; marking up documents using the Text Markup tools, Graphical Markup tools, and Indicate Text Edits tools; and commenting technical drawings, including using the Properties and Measuring tools as well as the Loupe Zoom, Dynamic Zoom, and Pan & Zoom tools

Managing Reviewer Comments
- Using the Comments pane to manage comments — including displaying, searching, filtering, and to replying to comments. Iimporting/exporting comments as well as changing the review status (accepting and rejecting) of comments and making replies to reviewer comments (using the review Tracker)

Collaborative Document Review Workflows
- Understanding managed document review workflows
- Choosing a workflow (workflow comparisons), and choosing a server or network folder for the comments repository (network folder, SharePoint or *Acrobat.com*)
- Initiating, and participating in:
  email-based review workflows — including managing returned comments from an email-based review using the review Tracker, and
  shared review workflows — 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 (using the review Tracker)
- Enabling PDF documents so users can participate in a review & markup workflow (or even individually outside of a workflow) using only Adobe Reader

ACROBAT X INDEPTH 2 (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 X Indepth 1* class or experience with creating and working with PDFs.

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

Creating Interactive PDFs
- Creating and using buttons, including Show/Hide field actions, Label Only buttons, and using buttons to create actions for links, bookmarks, and pages.
- Adding multimedia to PDFs including Flash/SWF files and sound clips
- Understanding the Multimedia Trust Manager and trust preferences

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

Acrobat Actions
- Introduction to creating, editing, and running PDF Actions

Distributing PDFs
- Considerations
- Creating a Fast Web View document
- Defining opening views
- Optimizing PDF documents (using the PDF Optimizer)
- Redacting sensitive content, and examining a PDF for hidden content
- Setting document security (password and certificate security)
- Encrypting PDF files

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

Introduction to Acrobat Forms
- Introduction to Acrobat eForms — including understanding the forms mode and forms tools, 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

ACROBAT X 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