Acrobat PDF Writer
Essentials & Beyond

General Outline

The Adobe Acrobat Portable Document Format (PDF) has become accepted as the standard for distributing documents online. Distribution methods include e-mailing, storing on intranet and internet web sites and distributing on CDROM.

The Essentials & Beyond course will show you how easy it is to convert almost any document into a PDF file. However, important considerations when creating PDFs, such as file size, what to do with 'strange' fonts in the document, and how to best convert graphics stored in the document, are also covered.

You will learn how to minimise the size of a PDF file for use online, and how to maximise the quality of a PDF if it is to be used for high-end commercial colour printing.

Preventing people from copying information in your PDF file is an important consideration in many instances, and this is also covered in the exercises. Disabling printing of a PDF is also an option when converting documents, and how to password protect these features is covered in the course.

You will also learn how to use another powerful aspect of PDF files which is the ability to include internal navigable links, bookmarks and external links to other documents.

Finally, scanning hard-copy documents for conversion to PDF, and how to combine PDF files to create a master PDF is also covered.

Major Skills Covered

- State advantages and disadvantages of PDF files
- Describe the full Adobe Acrobat application and its components – Adobe PDF, Distiller, Catalogue, PDF for Office, Acrobat
- Use Adobe PDF to create PDF files from Word, Excel, PowerPoint, Access and other applications
- Consider and adjust conversion options, font embedding, compression, graphics
- Adjust conversion options depending on use for PDFs (e.g., online distribution or commercial printing)
- Use conversion options to control file size and quality of PDFs
- Add security to prevent opening, copying or printing of PDFs
- Add navigation elements and hyperlinks to PDFs
- Prepare MS Word documents for easier conversion
- Set up styles and bookmarks in MS Word
- Add hyperlinks and cross-references in MS Word
- Set up navigation panels in MS Word
- Use Adobe PDF for MS Office to convert Office documents with navigation panels.
- Control startup options for PDFs.
- Edit PDF files – manage with pages, simple text editing
- Combine PDF files into one larger file

Delivery, Duration & Rate

- 1 day public course, OR
  3 x 1-hour online OR
  Closed / Onsite (inquire)
- For rates and dates, visit:
  classtraining.com.au/
  coursedates/7-acrobat-pdf-
  writer-essentials-beyond

Prerequisites

No experience in Acrobat is required. Attendees should be familiar with using a Windows PC.

Public Course Includes*

- Use of a computer for hands-on exercises.
- Extensive training manual.
- Refreshments.
- Certificate of attendance.
- After-course support.
- Free refresher course.

* Inquire re details.

Dates + Bookings

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Work Smarter!