

IDEAS TRAINING

Adobe Acrobat Pro 2-Day Class

Red=Business-only Topics

Blue=Graphics-only Topics

(Can be mixed for custom classes)

Adobe Acrobat applications review

- Adobe Reader
- Acrobat Standard
- Acrobat Professional
 - Includes Distiller
- Acrobat Capture
- Acrobat Distiller Server

Toolbars and Task Buttons

- Opening Task Buttons
- Opening Toolbars
- Editing Tools

Navigation

- Page magnification
 - Command Bar (top)
 - Menu options
- Single vs. Continuous view
 - Single/Double pages
- Moving from page to page
 - Command Bar (top)
 - Status Bar (bottom)
 - Menu options
- Navigation Methods explained
 - Thumbnails/Pages
 - Bookmarks
 - Links
 - Articles

Document Info

- Description/metadata
- Fonts
- Initial view
- Security

Find vs. Search options

- Single file
- Multiple files

Adobe Catalog

- Indexes explained
- Searching PDF files

Printing

- Toolbar/Menu
- Printing Issues
 - Shrink to page option
 - Print as Image

- Booklet Printing

- Multi-Page Printing

Copy/Paste PDF Elements

- Text Selection
- Table Selection
- Image Selection

Snapshot

Export

- Text, RTF, MS Word
- HTML
- Graphics

Creating PDF files

- PDFmaker (Microsoft programs)

 - Changing Defaults

- PDFmaker (AutoCad)

 - Exporting Layers

- Adobe Print Driver (for other programs)

 - Changing Defaults

- Create PDF menu

 - From File

 - Formats

 - From Multiple Files

 - From Scanner explained

 - From Web Page explained

Distiller

 - Default settings

 - Creating Custom settings

 - Checking for low-res graphics

 - PDF/X Settings explained

 - 1a, -3, 4

 - PDF/A

- Export from Applications

 - Adobe Apps

 - QuarkXPress

Font issues

- Embedding and Subsetting
 - Identifying TrueType restrictions
- Other Font formats
 - Type 1
 - Type 3
 - OpenType

Navigation Aids

- Pages (Thumbnails)
- Bookmarks
 - Creating, Editing
 - Exporting from Microsoft Word
- Links
 - Creating, Editing
- Articles
 - Creating, Editing
- Zoom Tools
 - Loupe
- Measurement tools

Document Security

- Password Security
 - Master
 - Open
- Digital Signatures
 - Creating
 - Signing Documents
 - Trusted Identities
 - Certifying Documents

Editing PDF files

- Rearranging pages
 - via Menu, Pages
- Deleting pages
 - via Menu, Pages
- Combining pages
 - via Menu, Pages
- Extracting pages
- Rotating PDF pages
- Numbering PDF pages
 - Bates Numbering
- Cropping PDF/Set Page Size
- Examine Document setting

Editing content

- Editing Text
- Editing Graphics

Commenting Tools

- Tools
 - Editing
 - Layout
 - Stamps
 - Using
 - Custom Stamps
- Creating and Editing Comments
- Send PDFs for Review
 - Via Email
 - Via Server
 - Via Acrobat.com
- Enabling Rights in Adobe Reader
- Review Tracker
- Summarizing
 - Sorting and Filtering
- Exporting/Importing Comments
 - Manually
 - Email Review process
- Comparing Documents

Note: Commenting can be used by Graphics users during the proofing cycle by clients or editors. Please let us know if you wish to cover this topic.

- Optical Character Recognition
 - Scanner Capture process for input
 - Converting with OCR
 - Text and Graphics
 - Correcting Suspects
 - Searchable Image

Web Capture

- Settings

Optimizing PDFs

- Converting to older PDF versions
- Removing unwanted features
- Flattening Transparent PDFs

Batch Processing

- Creating Sequences
- Running Sequences

Redaction

- Text
- Graphics
- Selected Area
- Search & Redact

PDF Portfolios

- Creating
- Editing

- Headers & Footers
 - Adding, Editing, Removing
 - Using Presets
- Backgrounds & Watermarks
 - Adding, Editing, Removing
 - Using Presets
- Creating a PDF form
 - Overview
 - Typewriter Tool
 - Form Wizard
 - Using Layers
 - Field Types
 - Text fields
 - List boxes
 - Check/Radio boxes
 - Calculations fields
 - Barcode fields
 - Java Script
 - Simplified Field Notation
 - Submit/Reset buttons
 - Enable Rights in Adobe Reader
 - Distributing Form
 - Collecting Data
 - Track Forms
 - LiveCycle Designer
 - New forms
 - Feature overview
 - Importing spreadsheets
- Interactive PDF documents
 - Sound files
 - Movie & Flash files
 - Add comments to video
 - On-screen presentations
 - Setting Transitions
 - Open Settings
- Organizer
 - Adding Favorites
 - Creating Collections

- Color Management
 - Turning it on
 - Settings
 - Default
 - Custom
 - Proof Setup
- Preflight
 - Process
 - Profile
 - Defaults
 - Custom
 - Validation
 - PDF/X
 - Fixing errors during Preflight
- Output Preview
 - Object Inspector
 - Color Separations
 - Purpose
 - Process color vs. Spot/Solid color
 - Previewing PDFs
 - Printing Separations
 - Remapping spot colors
- Transparency Flattener Preview
 - Purpose
 - Settings
 - Preview
 - Flattener
- Online Meetings/Share my Screen
 - Adobe ConnectNow
 - Sync Document Views
 - File Upload
- Third-Party Plug-Ins/Programs
 - Enfocus
 - Quite
 - Trapping Options
 - Ovis (PDF Office)