



ADOBE PHOTOSHOP CS4

Acrobat

Introduction to Acrobat 9 Pro

Description

Create and share professional work with virtually anyone, anywhere. Unify the widest range of content into a single compressed PDF Portfolio. Collaborate through shared document reviews. Create interactive forms and collect data easily. Protect and control sensitive information. Extend Acrobat functionality to users of Adobe Reader® software.

Prerequisites No prior image manipulation experience is required, although a basic understanding of computer operations is assumed.

Class Information

Duration 1 day

Objective At the end of the course you will be able to create PDF files from a variety of sources, modify them to include bookmarks, thumbnails and links and prepare them for distribution. You will also realise the valuable role Acrobat can play in a document review cycle.

Who Should Attend This one day course is aimed at new and existing users of Acrobat who wish to extend their knowledge beyond the basics of using Acrobat just to view and print Portable Document Format (PDF) files.

Sprunt Media 180 Wardour Street London, W1F 8FY



AUTHORISED
Training Centre

0207 478 1000
www.sprunt-media.net

Course Outline

Introducing Acrobat

- A discussion of Acrobat Portable Document Format (PDF).
- PostScript and Distiller.
- Creating, using and distributing PDF files.

Working with Acrobat

- Opening files.
- Getting to know the work area. Using and customising the toolbars.
- Navigating and browsing documents using a variety of methods.
- Using the zoom functions.
- Saving and closing files.

PDF File Creation

- PDF Printer
- Creating PDFs from other file types and the web.
- Converting paper documents to PDF.
- Using PDFMaker from within Microsoft applications to produce PDFs.

Working with PDF files

- Editing files—rotating, cropping, inserting, extracting and re-numbering pages.
- Selecting and editing text and images.
- Creating headers and footers.
- Adding watermarks and backgrounds.
- Bookmarking and Linking; Creating and editing bookmarks.
- Working with the Link tool; creating links, changing link appearance and 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 tool.
- 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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Frequently Asked Questions:

Post-Acrobat Training support

All delegates are eligible to email support for up to 30 days from Sprunt Media.

How much does the Acrobat training course cost?

Our standard pricing for our training is £350.00 per delegate per day.

Reduced online booking cost are as follows-

1 delegate: £250 per delegate per day

Further discounts are available for group bookings.

Please call for more information on group prices. **0207 478 1000**

Please see Training calendar for scheduled dates for this course.

If the scheduled dates are not suitable or for further information, please contact **020 7478 1000** or e-mail info@sprunt-media.net

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