

# Advanced Adobe Acrobat CS2

(2 days)

## Background

This course is designed to give those who already have experience of working with Acrobat the skills to explore and exploit the potential of this increasingly business-critical application.

This is a two day Adobe authorised practical course which will include a detailed exploration of Acrobat Distiller options and settings, advanced navigation and colour management issues, advanced editing and commenting features and document security issues.

The course will also include an overview of accessibility issues, creating online forms using Acrobat, using web capture and Acrobat Catalogue.

We also recommend this course for anyone considering taking the Adobe Certified Expert exam. If you wish to create a tailored version of this course built around your exact requirements, please give us a call or email.

## Course Outline

### DAY ONE

#### INTRODUCTION

#### ACROBAT PROFESSIONAL VS ACROBAT STANDARD

- Enhanced accessibility features
- Enhanced security features
- Using in-built flightcheck
- Interface layout

#### A DETAILED LOOK AT DISTILLER

- Acrobat PDF settings (job options)
- Creating custom PDF settings
- Importing PDF settings
- Resolution and compression issues
- Font issues with Distiller
- Colour management policies
- Setting compatibility standards (PDF-X)

#### PDF SECURITY ISSUES

- Security strategies
- Setting bulk security

#### ADVANCED NAVIGATION

- Creating articles and destinations
- Linking bookmarks to Acrobat objects
- Using enhanced links
- Page numbering

#### COLOUR MANAGEMENT AND PREFLIGHT

- Setting a colour management policy
- Setting Distiller for optimum colour management
- Proof setup
- Using Preflight
- Changing Preflight settings

#### PRACTICAL EXERCISES

#### QUESTIONS AND ANSWERS

### DAY TWO

#### INTRODUCTION

#### ADVANCED EDITING AND COMMENTING

- Using the Touchup Text tool
- Adding headers and footers
- Setting common preferences
- Importing and exporting comments
- Collating comments
- Using Review Tracker
- Comparing document features



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## **FURTHER SECURITY ISSUES**

- Security strategies
- Adding basic PDF security
- Adding a watermark
- Setting up Digital IDs
- Signing a document
- Creating digital signatures
- Importing and exporting certificates
- Managing digital signatures

## **ACCESSIBILITY**

- What is accessibility?
- The importance of accessibility
- Using tags to reflow
- Editing tag order
- Using accessibility utilities (for example: Read Aloud)

## **ADVANCED FORM CREATION**

- Setting up forms
- Setting the grid
- Form shortcuts
- Validating and formatting
- Interaction with JavaScript and CGI

## **FURTHER ADOBE ACROBAT FEATURES**

- Enhanced search policies
- Acrobat Catalogue
- Using Web Capture
- Overview of Paper Capture

## **QUESTIONS AND ANSWERS**