Introduction to Adobe Acrobat CS2

(1 day)

Background

Adobe Acrobat is the worldwide industry standard tool for problem-free digital document proofing and for computer to plate solutions.

Acrobat is also widely used for integrating documents into websites and content re-purposing. This introductory course is for those using Acrobat in a print, design or publishing capacity who need a comprehensive and practical knowledge of Acrobat.

If you are using Acrobat with Microsoft Office, you should attend the Acrobat and MS Word course.

Course Outline

INTRODUCTION TO ACROBAT
Understanding PDF files : their form and function

THE ACROBAT ENVIRONMENT
The Toolbar and Status bar
Navigating round a PDF - shortcuts
Copying and pasting text and graphics
Using the Find command
Enhanced searching

ACROBAT FEATURES
Using the Insert, Extract, Delete and Replace commands
Setting Open options
Full screen mode

ADDING BOOKMARKS AND LINKS
Creating bookmarks
Editing bookmarks
Adding document links
Creating enhanced bookmarks and links
Using thumbnail images

USING ACROBAT FOR PROOFING
Using the pencil and line tools
Attaching notes to documents
Attaching files to documents
Text annotation features
Highlighting tools

USING ACROBAT FOR PROOFING
Using the pencil and line tools
Attaching notes to documents
Attaching files to documents
Text annotation features
Highlighting tools
Changing comment authors
Using the comment management tools
Exporting and importing comments as FDF files

UNDERSTANDING DISTILLER
Creating different types of PDFs using Distiller
Distiller PDF settings (job options)
Creating ultra-compact PDFs
Bitmap resolution and compression explained
Embedding fonts
Colour management issues

USING DISTILLER CORRECTLY
Using Watched folders
Creating PDFs from Adobe InDesign and/or QuarkXPress
Creating PDFs from Illustrator or Photoshop

HINTS AND TIPS

QUESTIONS AND ANSWERS

kinetictraining
0845 644 1712