
Acrobat® 6.0: Standard

Course Length: 1 Day

Course Description

You have probably created documents using word processing and other office productivity applications, and have shared those documents with others, such as colleagues, clients, and reviewers. You've most likely shared printed copies of your documents with others, and may have shared documents electronically by emailing them as well. Now you may need to share electronic versions of your documents with others in a format that will allow them to view, print, and even review the content even if they don't have the original software you used to create the file. In this course, you'll use Adobe Acrobat® 6.0 to convert documents to PDF files, and will customize those PDF files for your needs and the needs of your audience.

Course Objective: You will create and modify PDF documents using Acrobat to organize and share your documents in a business environment, as well as implement electronic document review workflows.

Target Student: The target students for this course are office personnel at all levels who work with personal computers, and who need to share documents with others who may be onsite or offsite. Students typically have experience using office productivity applications, such as a word processor or spreadsheet program, but probably do not have experience using Acrobat.

Prerequisites: Before taking this course, students should be familiar with the basic functions of their computer's operating system. Students should also have basic word processing skills, such as copying and pasting text, formatting text, and so on.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Navigate through PDF documents to view the desired information.
- Convert several types of documents to PDF.
- Modify PDF documents by arranging pages, adding headers and footers, and customizing page numbering.
- Add bookmarks, links, and articles to a PDF document to provide tools viewers can use to easily navigate the document.
- Organize PDF documents into a document collection that can be navigated and searched as a unit.
- Implement a document review workflow using Acrobat.

Course Content

Lesson 1: Accessing Information in PDF Documents

- Topic 1A: Browse through a PDF Document
- Topic 1B: Navigate to Specific Content within a PDF Document
- Topic 1C: Conduct a Simple Search
- Topic 1D: Export Content from a PDF Document

Lesson 2: Creating PDF Documents

- Topic 2A: Create PDF Documents from Word Documents
- Topic 2B: Create PDF Documents Using the Print Command
- Topic 2C: Create a PDF Document from Multiple Files
- Topic 2D: Create PDF Documents from HTML Documents

Lesson 3: Modifying PDF Documents

- Topic 3A: Arrange PDF Document Pages
- Topic 3B: Add Headers and Footers
- Topic 3C: Customize Page Numbering

Lesson 4: Adding PDF Navigation Aids

- Topic 4A: Add Bookmarks
- Topic 4B: Add Text Links
- Topic 4C: Create Links to Named Destinations
- Topic 4D: Add Articles

Lesson 5: Creating Document Collections

- Topic 5A: Specify Access to Documents in a Collection
- Topic 5B: Search a Document Collection

Lesson 6: Reviewing Documents

- Topic 6A: Choose a Collaboration Workflow
- Topic 6B: Prepare a PDF Document for Review
- Topic 6C: Digitally Sign a Document
- Topic 6D: Add Comments and Markups to a PDF Document
- Topic 6E: Compile and View Document Comments from Multiple Reviewers

Appendix A: Implementing Email-based Reviews

Supplemental Lesson Reviewing Documents via Email

Appendix B: Implementing Browser-based Reviews

Supplemental Lesson Reviewing Documents Using a Browser

Appendix C: Incorporating PDF Review Comments into Word XP

Supplemental Topic Accept/Reject PDF Reviewer Comments Using Word XP