

Adobe® Acrobat®: Managing Electronic Documents - 3 Days

Course 2361 Overview

- You Will Learn How To**
- Leverage the Portable Document Format (PDF) for effective document management and optimized workflow
 - Collaborate for interactive streamlined document reviews
 - Create Acrobat forms and submit them electronically
 - Apply interactivity to PDFs with actions, bookmarks, buttons and links
 - Combine PDF and non-PDF files in a PDF portfolio
 - Secure documents against modification or unauthorized viewing
- Course Benefits** Organizations rely on electronic files for efficient document distribution and collaboration. Adobe Acrobat enables you to create polished PDF files with multimedia functionality, apply passwords to secure your work, streamline document review, and easily create electronic forms. In this course, you gain comprehensive knowledge and hands-on experience using Adobe Acrobat to manage the creation and sharing of electronic documents.
- Who Should Attend** Anyone involved in creating and sharing electronic documents, including designers, business users, managers, programmers, developers and other professionals. A basic familiarity with Windows navigation is assumed.
- Hands-On Training** In this course, exercises provide practical experience creating, distributing and manipulating PDF documents. Exercises include:
- Creating and optimizing PDF documents from multiple sources
 - Adding calculations and validation to forms
 - Performing a shared review and live collaboration
 - Submitting forms electronically
 - Adding interactivity with actions, bookmarks, buttons and links
 - Combining files into a portfolio
 - Protecting files with passwords and digital signatures

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Course 2361 Outline

Fundamentals of Adobe Acrobat

Exploring Acrobat capabilities

- Navigating the latest version of Adobe Acrobat
- Key Acrobat concepts
- Opening PDFs
- Viewing document metadata

Navigating and configuring the interface

- Customizing the work area
- Adjusting navigation panels
- Optimizing the interface

Creating PDF Documents

Producing PDFs from various sources

- Office documents
- E-mails
- Web pages
- Paper documents

Optimizing PDF files

- Reducing file size
- Managing search indexes

Managing Document Collaboration

Reviewing PDF documents

- Working with comments
- Dynamically adding text or graphics
- Adding sticky notes and highlighting
- Annotating PDF documents with markup tools

Managing and tracking shared document reviews

- Comparing documents to determine differences
- Optimizing office workflow
- Initiating a shared review
- Exporting comments to an Office document

Implementing Electronic Forms

Creating PDF forms

- Converting PDF files to interactive PDF forms
- Adding form fields
- Customizing form fields
- Adding calculations

Distributing forms

- Collecting form data
- Validating input field data
- Performing calculations with numeric fields
- Receiving and processing form data

Enhancing and Editing PDF Documents

Applying interactivity

- Adding and editing links
- Bookmarks
- Creating and configuring an action button
- Producing multimedia presentations
- Incorporating videos and Flash animation

Modifying PDF documents

- Merging PDF documents
- Deleting and renumbering pages
- Rotating and cropping pages
- Adding watermarks
- Converting PDF pages to image format files

Enhancing PDF document accessibility

- Acrobat accessibility features
- Adding alternate text
- Viewing accessible documents

Combining Files in PDF Portfolios

Generating PDF portfolios

- Integrating PDF and non-PDF files into a portfolio
- Branding a portfolio

Leveraging portfolios

- Distributing and sharing a PDF portfolio
- Searching a PDF portfolio
- Sorting components

Adding Security to PDF Files

Controlling access

- Protecting and controlling documents containing sensitive information
- Protecting documents with passwords

Preventing modification

- Ensuring file integrity with digital signatures
- Validating a signed document

Integrating PDF Documents in Your Organization

- Optimizing PDF files for improved web search engine results
- Preparing PDF documents for professional printing
- Applying Bates numbering
- Mac PDF support
- Translating XML documents to PDF