



## Adobe Acrobat X Pro: Acrobat Fundamentals Course Outline



Digital Training & Designs, Inc.

### Prerequisites:

Basic Computer and mouse skills

### Who Should Attend:

This course is designed for professionals looking to take documents online. Distribute, collaborate and secure documents in PDF format and add interactive features.

### Course Duration:

2 days

Class time is 9:00 am – 4:30 am. There is an hour for lunch, and two scheduled breaks during the day. Students provide their own lunch.

### Related Training:

 Adobe Captivate 5

 Adobe Photoshop CS5

### Adobe Acrobat X: Acrobat Fundamentals

This course gives Acrobat users the skills they need to work efficiently with the components of Adobe Acrobat X Pro software, including Acrobat Distiller and Capture. Users explore how Acrobat technology works within the structure of today's workplace and receive a solid foundation for applying Acrobat features to these real-world situations. The hands-on curriculum specifically addresses the demands of users who want to create visually rich documents that communicate effectively with clients and colleagues in all industries.

### Instructor

Our instructor, Joan Hillbert has a Bachelor of Science degree in Computer Science, and a Master of Arts degree in Training and Learning Technologies. In her twelve years of training at Digital Training & Designs, she has taught a variety of classes but currently teaches Adobe Dreamweaver, Cascading Style Sheets, Adobe FrameMaker, Adobe InDesign, and Adobe Acrobat. She also helped write the Dreamweaver Fundamentals Authorized Curriculum for Macromedia. Joan is Adobe certified to teach Adobe Acrobat, Adobe FrameMaker and Macromedia Authorware. She is also Adobe certified to teach Adobe Dreamweaver and Dynamic Dreamweaver. In June of 2008 Joan was ranked as one of the top five Adobe trainers worldwide.

*This outline is flexible and may change to accommodate student skills and interests.*



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## Course Outline



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### Introduction

- Identifying the components of Acrobat
- Understanding the advantages and limitations of PDF documents
- Understanding the workspace, panels, and menus
- Navigating documents

### Portable Document Format (PDF) Documents

- Creating PDF from text or image files, from Word documents, from Web pages
- Tailoring Acrobat document features to different audiences

### PDF Enhancements

- Enhancing PDF documents using Flash assets, movies, and sounds
- Creating links and bookmarks
- Using Acrobat as a presentation tool
- Touching up text and objects

### Acrobat Components

- Working with Acrobat Distiller
- Understanding fonts in-depth
- Image compression and downsampling
- Using Acrobat Capture
- Implementing security
- Understanding and using the review tools
- Conducting document reviews

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