

Adobe Acrobat 5.0

2 day class - Day 2

This course will cover the more advanced features of Adobe Acrobat 5.0, including; the document review cycle, creating forms, creating Adobe PDF from web pages, designing online documents, enhancing multimedia projects, managing color, distributing document collections and building a searchable PDF library and catalog.

Upon Completion of this course students will be familiar with and have skill to:

Using Acrobat in a Document Review Cycle

- Opening the Work File
- Working with Comments
- Digitally Signing Documents

Creating Forms

- Working with Forms Online
- Adding Form Fields
- Calculating with Form Fields
- Creating a Reset Form Field
- Submitting Forms Over the Web
- Filling Out Form Fields
- Using the Fields Palette

Creating PDF's from Web Pages

- Converting Web Pages to PDF's
- Configuring Your Internet or Proxy Settings
- Setting Options for Converting Web Pages
- Creating a PDF From a Web Page
- Updating Converted Web Pages
- Building PDF's of Favorite Web Pages

Designing Online Documents

- Looking at Design Elements in Online Documents
- Creating an Online Document
- Creating eBooks

Customizing PDF Output Quality

- Controlling Adobe PDF Output Quality
- About Compression and Resampling
- Using Default Compression Settings
- Using Custom Compression Settings
- Managing Color in Distiller
- Using Watched Folders

Putting Documents Online

- Viewing the Work File
- Setting an Opening View
- Looking at Bookmarks and Links
- Adding Bookmarks
- Looking at Articles
- Replacing a Page
- Looking at Online Document Design

Modifying PDF Files

- Opening and Examining a Work File
- Editing Pages
- Editing Text and Images
- Using Links and Bookmarks to Play Actions
- Copying Text from a PDF File
- Converting a PDF File to an Image Format File

