



AUTHORIZED
Training Center

Adobe Acrobat 8

Course Description

This course covers both Adobe Professional and Acrobat Standard for designers, developers, and business users.

Learning Objectives:

This course will get you started with the basic concepts of Acrobat, but gives you a path to continue your mastery of the application. Our Adobe certified instructor can guide you through project specific questions you may have during class.

Target Audience:

This class is geared for those just starting out with PDFs, or those who want to learn more about security, creating forms or using collaboration tools within Acrobat. This includes individuals who work in print, web and multimedia.

Topics covered - Day 1 (9:00 AM to 5:00 PM)

Introducing Adobe Acrobat About Adobe PDF About Adobe Acrobat Adobe PDF on the Web Getting Started with Adobe Acrobat Window A first look at the work area Viewing PDF presentations in Full Screen Mode Designing Documents for online viewing Using Organizer Getting Help	Looking at the Work Area Opening a PDF file in the work area Working with Acrobat tools and toolbars Working with Acrobat task buttons Working with the navigation pane
Creating Adobe PDF Files About creating Adobe PDF files Using the Create PDF command Converting and combining different types of files Using the Print command to create Adobe PDF files About the Adobe PDF Settings (presets) Comparing the default Adobe PDF Settings Reducing file size	Working with PDF Files Changing the opening view About the onscreen display Reading PDF documents Following links Searching PDF documents Printing PDF documents Filling out PDF forms Comparing documents

<p>About compression and resampling</p> <p>Exploring on your own: Dragging and dropping files</p> <p>Exploring on your own: Creating Adobe PDF from the context menu (Windows)</p> <p>Exploring on your own: Creating Adobe PDF from clipboard images</p>	<p>Using the Acrobat accessibility features</p>
<p>Editing PDF Documents</p> <p>Opening and examining the work file</p> <p>Moving pages with page thumbnails</p> <p>Editing Adobe PDF pages</p> <p>Editing links</p> <p>Inserting one PDF file into another PDF file</p> <p>Looking at bookmarks</p> <p>Deleting a page</p> <p>Renumbering pages</p> <p>Setting an opening view</p>	<p>More About Editing</p> <p>Looking at articles</p> <p>Editing text</p> <p>Copying text and images from a PDF file</p> <p>Editing images using the TouchUp Object tool</p> <p>Converting PDF pages to image format files</p> <p>Reducing the file size</p> <p>Exploring on your own: Optimizing for page-at-a-time downloading</p>
<p>Adjusting Signatures and Security</p> <p>Adding Security to PDF Files</p> <p>Adding Passwords</p>	<p>Creating Multimedia Presentations</p> <p>Adding Navigational Buttons</p> <p>Adding sound files and adding multiple actions to one button</p> <p>Creating full screen presentations with transitions</p>
<p>Working with Forms in Acrobat</p> <p>Getting started</p> <p>Converting paper forms to interactive PDF forms</p> <p>Adding text fields</p> <p>Adding check boxes and buttons</p> <p>Distributing forms</p> <p>Tracking and managing forms</p> <p>Exploring on your own: Calculating and validating numeric fields</p>	<p>Creating Forms with Adobe LiveCycle Designer (Windows)</p> <p>About Adobe LiveCycle Designer</p> <p>Getting started</p> <p>Looking at the work area</p> <p>Understanding objects</p> <p>Building new forms</p> <p>Adding text to a form</p> <p>Adding graphics to forms</p> <p>Adding text banners</p> <p>Grouping objects</p> <p>Adding content form fields</p> <p>Adding radio buttons</p> <p>Duplicating objects</p> <p>Adding check boxes</p> <p>Using Custom Library items</p> <p>Adding shapes</p> <p>Adding drop-down lists</p> <p>Adding the current date</p> <p>Previewing and exporting forms</p> <p>Distributing forms</p> <p>Exploring on your own: Exploring Adobe LiveCycle Designer</p>

Pace University Computer Learning Center is an Adobe Authorized Training Center. You will find state of the art computer labs, convenient locations, subject matter experts and certified instructors ready to teach you the current tools and techniques in all the Adobe software products.

Two convenient locations:

1 Martine Avenue
The Joseph A. Lubin Graduate Center
White Plains, NY 10606
Phone: 914-422-4054



<http://pclc.pace.edu>

551 5th Avenue
The Fred French Bldg.
corner of 45th St. and 5th Ave.
New York, NY 10176
Phone: 212-346-1771



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