



WELCOME TO ADOBE® ACROBAT® 8 PROFESSIONAL

WELCOME TO ADOBE® ACROBAT® 8 PROFESSIONAL introduces all of the fundamentals necessary to combine documents, drawings, and rich media content into a single, polished Adobe PDF document. Optimize file size, and arrange files in any order regardless of file type, dimensions, or orientation.

Attendees are welcome to bring and use their PowerBooks, iBooks, or laptops if they wish. Training and handouts are designed for the latest versions of **Acrobat® 8 Professional**.

WELCOME TO ADOBE® ACROBAT® 8 PROFESSIONAL
(6 Hour Hands-on course)

Prerequisites: Knowledge of Mac or Windows OS. Experience with graphics or word processing applications is helpful.

NAVIGATING THE WORKSPACE

The Toolbars
The Full Screen Mode
The Reading Mode
The Window Views & Zoom

MAKING PDFS

From InDesign & QuarkXpress, Illustrator, Word, Excel, PowerPoint, Photoshop, Acrobat,
From the web, from Distiller
Watched folders,
Saving and customizing
PDF settings, PDF-X, layers

BASIC MULTIMEDIA PDFS

Creating & using links
Editing links
Web links
eMail links

ARTICLES

Creating & reading articles
Editing articles
Magnification settings

BOOKMARKS

Creating & editing bookmarks
Bookmarking items
Bookmark actions
Document open actions

POLISHING & MODIFYING PDFS

Combining PDFs
Inserting, deleting, extracting pages
Moving, rotating, cropping pages
Numbering pages
headers and footers
Watermarks, file titles
Editing & correcting PDFs
Touching up PDFs

REPURPOSING PDFS

Exporting & modifying images
Exporting text

COLLABORATION & REVIEW

Viewing comments, adding comments
Text editing tools
Drawing tools, stamp tool
Attaching files
Enabling commenting in Reader
eMail review, Tracker
Reviewing comments
Summarizing comments

FORMS

Text fields, check boxes, combo boxes
Calculation fields,
JavaScript calculations,
Calculation order;
Form buttons, radio buttons,
Electronic form submission

SECURITY

Password security, digital IDs
signing documents
validating signatures
eEnvelopes

WHATEVER HAPPENED TO eBooks?

Digital Editions

PLAYS WELL WITH OTHERS:

Illustrator, Photoshop, InDesign,
PowerPoint, Pages

ADVANCED MULTIMEDIA PDFs

Cross-document linking
Link actions
Page actions
Buttons
Adding video
Showing/hiding fields
Full screen view

FINDING AND SEARCHING

Basic find and search
Advanced searches
Creating Indexes, searching an Index
Adding a Welcome Page

ACCESSIBILITY ISSUES

Reading order
Accessibility setup assistant

Attendees receive: CD (Mac and Windows compatible) with lesson files, notes and instructions. Seating is limited to nine students. Individual student fee is \$299. \$279 per student for 3 or more. Educators are eligible for 25% off the individual fee per registering attendee for Intro and Intermediate classes. ComputerTree reserves the right to reschedule class dates with 72 hr. notice, due to low enrollment.

About the instructor: Mical Fowler is a thought leader and reformed Art Director who has been shaking up the graphics status quo since the Macintosh appeared in 1984. Equally at home in print, multimedia and video design and production, he has taught hundreds of classes in professional graphics applications, including Photoshop®, InDesign®, Illustrator®, Acrobat®, Final Cut Pro®, Dreamweaver®, Flash® and others.

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