

Adobe Acrobat Pro

2-Day Class **Red=Business-only Topics**, **Blue=Graphics-only Topics**

(Can be mixed for custom classes)

Adobe Acrobat applications review

- Adobe Reader

- Acrobat Standard

- Acrobat Professional

 - Includes Distiller and LiveCycle Designer

- Acrobat Professional Extended

 - Includes Distiller, LiveCycle Designer, and Adobe Presenter

Toolbars and Task Buttons

- Opening Task Buttons

- Opening Toolbars

 - Editing Tools (hiding and showing tools)

Navigation

- Page magnification

 - Command Bar (top)

 - Menu options

- Single vs. Continuous view

 - Single/Double pages

- Moving from page to page

 - Command Bar (top)

 - Status Bar (bottom)

 - Menu options

- Navigation Methods explained

 - Thumbnails/Pages

 - Bookmarks

 - Links

 - Articles

Document Info review

- Description/metadata

- Fonts

- Initial view

- Security

Find vs. Search options

- Single file

- Multiple files

Adobe Catalog

- Indexes explained

- Searching PDF files

Printing

- Toolbar/Menu
- Printing Issues
 - Shrink to page option
 - Print as Image
- Booklet Printing
- Multi-Page Printing

Copy/Paste PDF Elements

- Text/Table Selection
- Image Selection
- Snapshot

Export

- Text, RTF, MS Word
- HTML
- Graphics

Creating PDF files

- PDFmaker (Microsoft programs)
 - Changing Defaults
- AutoCAD
 - PDFmaker
 - Exporting Layers
 - Without AutoCAD

Adobe Print Driver (for other programs)

- Changing Defaults
- Create PDF menu
 - From File
 - Formats
 - From Multiple Files
 - From Scanner explained
 - From Web Page explained

Distiller

- Default settings
- Creating Custom settings
- Checking for low-res graphics
- PDF/X Settings explained
 - 1a, -3, 4, 5
- PDF/A
- Export from Applications
 - Adobe Apps
 - QuarkXPress

Font issues

- Embedding and Subsetting
 - Identifying TrueType restrictions
 - Other Font formats
 - Type 1
 - Type 3
 - OpenType
- Use Local Fonts option

Navigation Aids

- Pages (Thumbnails)
- Bookmarks
 - Creating, Editing
 - Exporting from Microsoft Word
- Links
 - Creating, Editing
- Articles
 - Creating, Editing
- Zoom Tools
 - Loupe
- Measurement tools

Document Security

- Password Security
 - Master
 - Open
- Digital Signatures
 - Creating
 - Signing Documents
 - Trusted Identities
 - Certifying Documents

Editing PDF files

- Rearranging pages
 - via Menu, Pages panel
- Deleting pages
 - via Menu, Pages panel
- Combining pages
 - via Menu, Pages panel
- Extracting pages
 - By page range
 - As separate pages
- Split document
 - By page count
 - By file size
 - By top-level bookmarks
- Rotating PDF pages
- Numbering PDF pages
 - Bates Numbering
- Cropping PDF/Set Page Size

Examine Document setting

Editing content

- Editing Text
- Editing Graphics

Creating PDF Portfolios

- Adding files
- Choosing a background image
- Adding comment fields

Commenting Tools

Tools

- Editing
- Layout
- Stamps
 - Using
 - Custom Stamps

Creating and Editing Comments

Send PDFs for Review

- Via Email
- Via Shared Review
- Via Browser

Enabling Rights in Adobe Reader

Review Tracker

Summarizing

- Sorting and Filtering

Exporting/Importing Comments

- Manually
- Email Review process

Comparing Documents

Note: Commenting can be used by Graphics users during the proofing cycle by clients or editors. Please let us know if you wish to cover this topic.

Optical Character Recognition

- Scanner Capture process for input
- Converting with OCR
 - Text and Graphics/ClearScan
 - Correcting Suspects
 - Searchable Image
- Converting multiple files

Web Capture

Settings

Optimizing PDFs

- Converting to older PDF versions
- Removing unwanted features
- Flattening Transparent PDFs

Batch Processing

Creating Sequences Running Sequences

Redaction

- Text
- Find & Change Text
- Graphics
- Selected Area

Headers & Footers

- Adding, Editing, Removing
- Using Presets

Backgrounds & Watermarks

- Adding, Editing, Removing
- Using Presets

Creating a PDF form

- Overview
- Typewriter Tool
- Field Types
 - Text fields
 - List boxes
 - Check/Radio boxes
 - Calculations fields
 - Barcode fields
 - Java Script
 - Simplified Field Notation
 - Submit/Reset buttons
- Form Field Recognition
 - Using Layers
- Enable Rights in Adobe Reader
- Distributing Form
- LiveCycle Designer
 - New forms
 - Feature overview
 - Importing spreadsheets

Interactive PDF documents

- Sound files
- Movie files
 - Converting movies to FLV files
- On-screen presentations
 - Setting Transitions
 - Open Settings

Organizer

- Adding Favorites
- Creating Collections

Adobe Connect (Start Meeting)

- For commenting
- For distributing forms
- For sharing screen
- For live collaboration

Color Management

- Turning it on
- Settings
 - Default
 - Custom
- Proof Setup

Preflight

- Process
- Profile
 - Defaults
 - Custom
- Validation
- PDF/X
- Fixing errors during Preflight

Color Separations

- Purpose
- Process color vs. Spot/Solid color
- Previewing PDFs
- Printing Separations

Converting Color

- RGB Black to 100K
- Other issues

Object Inspector

Transparency Flattener Preview

- Purpose
- Settings
 - Preview
 - Flattener

Third-Party Plug-Ins/Programs

- Enfocus
 - PitStop Pro
 - PitStop Server

Quite

- Quite a Box of Tricks
- Quite Revealing
- Quite Imposing

Trapping Options
In-RIP Trapping
Heidelberg SuperTrap
Enfocus Neo

Special Topics (Extended only)
Geospatial Mapping
Working with 3D images