

Adobe Acrobat Advanced

8.0 / 9.0

Duration: 1 Day



Who Should Attend / Target Audience

This course has been developed for people who are required to create complex documents in Adobe Acrobat.

Prerequisites

Participants should have attended or be familiar with the content covered in Adobe Acrobat Introduction course.

Learning Outcomes

- Create an Acrobat presentation
- Organise documents and use the collections category
- Create forms
- Password protect files and create digital signatures

Course Content

Version: 21/12/09

Creating an Acrobat Presentation

Setting Open Options
Creating a Full Screen Slide Show
Creating a Next Page Button
Creating a Self-Running Presentation
Placing a Movie on a Page
Playing a Movie
Adding Sound to a PDF Page

Organising Documents

Examining the Organiser
Using the History Pane
Using the Places Pane
Using the Collections Category

Creating Forms with Acrobat Pro

About Live Cycle Designer
Using Form Templates
Editing Forms with Live Cycle Designer
Converting Electronic Documents to Forms
Adding a Form Field with the Forms Toolbar
Adding a Submit Button using the Forms Toolbar
Distributing Forms
Receiving Forms

Password Protection

Restricting File Access
Restricting Reader Activities

Digital Signatures

About Adobe Self-Sign Security
Creating a Digital ID
Creating a Certificate from an ID
Importing a Certificate as a Trusted Identity
Signing a PDF Document
Creating a Signature Appearance
Creating a Signature Field
Validating a Signed Document

Converting Paper to PDF

Typing on a Paper Form
Creating a Searchable Image
Converting a Scan to Text and Graphics
Correcting OCR Suspects

Next Level Course: n/a

Availability: In House Closed Group Public

MELBOURNE
SYDNEY
BRISBANE
TOWNSVILLE
CAIRNS

Phone 1300 793 951
Fax 1300 793 952

Web www.odysseytraining.com.au
Email info@odysseytraining.com.au