

# Acrobat Advanced

## Course Duration

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1 Day

## Objectives & Expected Outcomes

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Build on the basic elements of creating a quick document for distribution  
Be able to make the most out of Acrobat.

## Pre-Requisites

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Delegates should have attended the Introduction course, or have gained similar knowledge in the workplace

## Subjects

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### PDF Overview

Clarification of PDF file format | PDF and its functions | The Acrobat components and interface | PDF Writer | Acrobat views

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### PDF Distiller

Job options | Embedding fonts | Colour management | Watched folders

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### Building Documents

Cropping pages | Creating pages from imported images | Working with thumbnails | Setting document information | Viewing PDF documentation in browsers | Combining PDF pages | Extracting pages | Converting spreadsheets and presentations | Document navigation | Screenshots to PDF

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### Online forms

Creating a form | Form design elements | Adding form fields | Editing form fields | Form field properties

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### Bookmarks and navigation links

Setting bookmarks | Editing bookmarks | Setting bookmark destinations | Web links | Article links

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## Acrobat proofing

Drawing tools | Annotation tools | Importing and exporting annotations | Adding/changing text | Adding/changing graphics

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## PDF Security

Setting passwords | Setting password permissions

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