

# Adobe Acrobat Professional

## Introduction

ICAU2006A—Operate Computer Packages  
Nationally Endorsed Industry Competency

Darwin

**Human Resource &  
Computer Academy**

*training for your future*

### GENERAL INFORMATION

#### Duration

2 Half Days

#### Cost

\$330 GST free includes training manual

#### Prerequisite

Experience with Windows.

#### Objectives

To provide a thorough understanding of the comprehensive concepts and skills that will enable the participant to effectively use Adobe Acrobat.

#### Methodology

Group and individual instruction, hands on practical exercises, visual aids, comprehensive course documentation.

#### Competency Assessment

This will be issued to trainees upon completion of training session.

### Expected Outcomes

By the end of the course the participant should be able to:

- Identify the benefits of, navigate, search, open and organise PDF documents and use bookmarks, links, help and the PDF Organiser.
- Create PDF documents using the Adobe PDF printer, the PDF Maker from Microsoft applications, and use the Create PDF commands in Acrobat, from single or multiple files and from Web pages.
- Arrange pages within and between documents, modify and protect PDF content including text, headers and footers, and page numbering and move or copy PDF content to other programs.
- Create, modify, arrange, format and nest bookmarks and create and format links.
- Review, edit and mark-up PDF documents, organize and view comments from multiple reviewers, digitally sign and validate PDF documents.
- Use Adobe Designer to design and test PDF forms.
- (Optional) Use preflight to identify potential printing problems and determine whether a PDF document is PDF/X compliant.

### CONTENT

#### Getting Started

- The Acrobat environment
- Advanced navigation
- Finding text
- Organizing PDF documents
- Getting help

#### Converting documents to PDF

- Printing to PDF from any application
- Acrobat and Microsoft applications
- The Create PDF commands

#### Modifying PDF documents

- Modifying document pages
- Modifying content
- Moving PDF content to other programs
- Password protection

#### PDF document navigation tools

- Bookmarks
- Working with links

#### Ensuring PDF print quality

- Preflighting
- PDF/X Standards

#### Document review techniques

- Initiating document reviews
- Reviewer tools
- Viewing comments and markups
- Digital signatures

#### Interactive PDF forms

- Creating a form
- Form fields
- Testing a form

COURSE OUTLINE

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For bookings contact us on:

Tel: (08) 8941 2344

Fax: (08) 8941 0141

info@dhrc.com

www.dhrc.com

Suite 2/2 Shepherd Street, Darwin  
GPO Box 1815, Darwin, NT 0801