

Acrobat® 7.0: Professional (Windows)

Instructor: Tina Spain McDuffie, aka WebWoman™

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Course Description

This is a hands-on class that will introduce you to the basics of Adobe Acrobat, a document-sharing application. After completing this course, you will be able to save documents created in other applications as PDF files and share them with others regardless of the computer type, applications, and installed fonts they might have. You'll also learn how to modify PDF documents, create bookmarks and links, apply document security and digital signatures, initiate and manage reviews, create interactive PDF forms, and prepare PDF documents for professional print production. .

Prerequisites: Before taking this course, students should be familiar with the basic functions of their computer's operating system. Students should also have basic word processing skills, such as copying and pasting, formatting text, and so on.

Objectives

Upon successful completion of this course, students will be able to:

- Navigate through PDF documents to view the desired information.
- Convert documents to PDF.
- Modify PDF documents by arranging pages, adding headers and footers, and customizing page numbering.
- Add bookmarks and links to PDFs so viewers can easily navigate them.
- Apply document security and digital signatures to PDF documents.
- Initiate and manage a document review workflow using Acrobat.
- Create interactive PDF forms.
- Prepare PDF documents for professional print publication.

About Your Instructor

Tina Spain McDuffie, aka WebWoman™, is an author, educator, speaker, and professional Web developer. She has been teaching computer-related classes to adults since 1996. Her specialty is Web Development, hence the name "WebWoman". Her current class offerings include: Dreamweaver, Photoshop, Illustrator, JavaScript Programming, Web Design for Business, and Acrobat.

Ms. McDuffie holds an M.S. in Electronic Commerce, a B.S. in Business Information Systems, and an A.S. in Mathematics. She is the author of *JavaScript Concepts & Techniques: Programming Interactive Web Sites*, a JavaScript textbook used by over 100 colleges and universities, and *WebWoman's JavaScript Object Reference*, a companion handbook. Tina and her husband own and operate Here Be Books, an independent used-book store in Summerville, where she also runs her own professional web development service. One of these days she'll get back to writing and finish her *Web Design for Small Businesses* series.

Course Content

Unit 1: Getting Started

- Topic A: The Acrobat environment
- Topic B: Advanced navigation
- Topic C: Finding text
- Topic D: Organizing PDF documents
- Topic E: Getting help

Unit 2: Converting documents to PDF

- Topic A: Printing to PDF from any application
- Topic B: Acrobat and Microsoft applications
- Topic C: The Create PDF commands

Unit 3: Modifying PDF documents

- Topic A: Modifying document pages
- Topic B: Modifying content
- Topic C: Moving PDF content to other programs
- Topic D: Password protection

Unit 4: PDF document navigation tools

- Topic A: Bookmarks
- Topic B: Working with links

Unit 5: Ensuring PDF print quality

- Topic A: Preflighting
- Topic B: PDF/X Standards

Unit 6: Document review techniques

- Topic A: Initiating document reviews
- Topic B: Reviewer tools
- Topic C: Viewing comments and markups
- Topic D: Digital signatures

Unit 7: Interactive PDF forms

- Topic A: Creating a form
- Topic B: Form fields
- Topic C: Testing a form