
Adobe Acrobat

National Competency Standard (ICA05):
ICAU3126A - Use advanced features of computer applications



Objectives

This course teaches how to use Adobe Acrobat to create and manage PDF documents.

Pre-Requisites

Those attending this course should be familiar with personal computers and be competent in the use of the keyboard and mouse. They should also have a basic working knowledge of common software packages such as word processors and spreadsheets.

Duration

One day.

Course Outcomes

1. Identify the benefits of PDF, navigate PDF documents using bookmarks and links, search PDF documents and open and organise PDF documents by using the Organizer window.
2. Use the Adobe PDF printer to create a PDF document from any program's Print command and use the Create PDF commands to create PDF documents from Web pages.
3. Arrange pages within and between documents, modify PDF document text, add headers and footers, modify page numbering and apply password protection.
4. Create bookmarks and modify bookmark destinations, arrange and nest bookmarks, format bookmarks, and create and format links.
5. Use preflight profiles to identify potential printing problems, and use the Preflight dialog box to determine whether a PDF document is PDF/X compliant.
6. Prepare a PDF document for review, use editing and markup tools to review a PDF document, digitally sign a PDF document, and validate a digitally signed document.
7. Use Adobe Designer to create a PDF form, use the Library palette to add objects to a form, and use the PDF Preview tab to check a form's appearance and test its fields.

Optional Assessment

This is a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency outlined above (additional fee applies). Participants who choose not to be assessed will receive a Certificate of Attendance. The case study assignment is completed in the participant's own time.

Course 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