



Acrobat 5.0: Introduction

Course length: 1 day

Course Description

Overview: In *Acrobat 5.0: Introduction (Windows)*, you will explore the Acrobat 5.0 work environment, and practice creating and manipulating Portable Document Format (PDF) files. Some of the topics you will cover include: how to create a PDF file, how to modify a PDF file by adding navigation to it, how to add sound and movie clips to a PDF file, how to annotate (add additional comments to) a PDF file, how to create PDF forms, how to create an index of PDF documents, how to add security to PDF documents, and how to distribute PDFs.

Prerequisites: Students should have basic knowledge of computers and experience in navigating around the Microsoft Windows work environment. No previous knowledge of Acrobat is required.

Delivery Method: *Acrobat 5.0: Introduction (Windows)* is a hands-on instruction book that teaches you to use Adobe Acrobat and to create and manipulate Portable Document Format (PDF) files.

Benefits: The student will be able to set up Acrobat print drivers and identify various ways to create and manage PDF files. They will gain a complete understanding of the Acrobat suite of products including Acrobat Distiller and Acrobat Catalog.

Target student: Those who are responsible for converting documents into Acrobat PDF formats or anyone interested in creating electronically distributed PDF documents.

Performance-Based Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Create a PDF file from various media, including electronic files, Web pages, and scanned images.
- Modify PDF files by adding hyperlinks, bookmarks, and movie and sound clips to them.
- Add graphic and text annotations to a PDF file.
- Create a Web Ready PDF form and validate data in the form.
- Index a collection of PDF files.
- Limit accessibility to PDF files by adding password security and digital signatures to them.
- Optimize and distribute PDF files.

Course Content

Lesson 1: Introduction to Acrobat 5.0

- Topic 1A: Getting to Know Acrobat 5.0
- Topic 1B: Creating PDF Files

Lesson 2: Modifying PDF Files

- Topic 2A: Adding Navigation Tools
- Topic 2B: Creating Non-PDF Files
- Topic 2C: Movie Clips and Sounds:
Adding Multimedia Elements to a PDF File

Lesson 3: Annotating PDF Files

- Topic 3A: Annotations
- Topic 3B: Sharing Comments Online

Lesson 4: Designing and Using Electronic Forms

- Topic 4A: PDF Forms and the Web
- Topic 4B: Form Data Validation

Lesson 5: Indexing PDF Files

- Topic 5A: PDF Prep: Getting PDF Files
Ready for Indexing

- Topic 5B: The Altered Index: What to Do
When You Have to Update an Index

Lesson 6: Securing PDF Files

- Topic 6A: Passwords and Restricted
Access
- Topic 6B: Certificates and Digital
Signatures

Lesson 7: Optimizing and Distributing PDF Files

- Topic 7A: PDF Files: Easy Access for
People with Disabilities
- Topic 7B: Optimization
- Topic 7C: The Four Basic Methods for
Distributing PDF Files

Appendix A: Batch Processing PDF Files

- Implementing Batch Processing Techniques

Appendix B: PDF Consultant

- Using PDF Consultant to Analyze and Repair
Files