

Students will learn basic concepts for identifying uses for, navigating and creating PDF documents. Techniques for modifying different types of Microsoft Office files in preparation for creating PDF files will be covered.

Pre-Requisites

It is recommended that students have basic experience with Microsoft Windows, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

Duration

1 Day

Cost

\$300 + GST per person

(Includes training manual, certificate, lunch, morning and afternoon tea.)

Contact Details

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Course Content

Getting Started

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

Converting documents to PDF

- Printing to PDF from any application
- Acrobat PDF Maker
- The create PDF commands

Modifying PDF Documents

- Modifying document pages
- Modifying content
- Moving PDF content to other programs
- Optimising PDF file size

Document Navigation Tools

- Bookmarks
- Working with links

PDF Accessibility

- Accessible documents
- Accessibility in the Acrobat environment

Document Security

- Password protection
- Digital signatures
- Encryption certification and security envelopes
- Adobe LiveCycle Policy Server encryption
- Password and certificate security policies

Document Review Techniques

- Document reviews
- Reviewer tools
- Manipulate comments and markups