
Adobe Acrobat Outline/Schedule

Instructor

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Additional

Students who wish to use their own laptop computer may do so, but must have the current software / resources resident on their computer. Keyboard shortcuts for Windows and Apple OS will be covered.

Prerequisite

Students should have a good understanding of the Windows/Mac operating system and file structure.

File Organization & Workflow for Digital

Images an excellent class for those needing to brush up on these skills for PC.

Overview

Work with the basics of PDFs: create, combine, edit, export, and review documents. Integrate with Photoshop and InDesign so that you can deliver PDFs that are ready for printing or the web.

Topics will include:

- What is PDF?
- Acrobat Pro, Standard or Reader – Which one should you use?
- Navigating and understanding the Acrobat Workspace
- Creating PDFs from Office applications
- Creating PDFs from Adobe applications
- Other ways to create PDFs
- Editing, modifying and combining PDFs
- Exporting to other file formats
- Reviewing and commenting
- Making fillable forms
- Adding interactivity – audio, video, hyperlinks
- Applying security to a PDF
- Understanding the Print features

Class Textbook (& Resources):

There is no book for the class however, a booklist with recommendations will be provided. Hand-outs with screen captures will be provided for note taking.

Online Resources—For Use at School or at Home

www.blackstargraphics.com/links/studentresources.html

Bring These Items To Class Daily:

- Pen & Paper to take notes
- Flash Drive

Instructional Procedures

Class will consist of hands-on examples of features, guided work on examples and sample exercises for students to work on in class.

Attendance Policy

To receive a certificate of attendance, students must attend 75% of classes.