



Adobe Acrobat Introduction - 1 Day

Acrobat and PDF Fundamentals

Adobe Acrobat

A brief history

What does a PDF file consist of?

What is PostScript TM?

Acrobat Standard/Professional

Acrobat (pdf editor)

Adobe Reader

Adobe PDF Printer

Acrobat Distiller

Acrobat Catalogue

Using the Help Files

Preferences

Toolbars and Buttons

Navigation Pane

Zooming and Scrolling

Creating Postscripts and PDF Files

What is Acrobat Distiller?

PDF Settings (Job Options)

ISO Standards PDF/X

Watched Folders Font locations

Working with PDF files

Combing multiple PDFs

Adding/deleting pages

Generate labels

Preflighting

Creating and running preflight profiles

PDF/X Validation

Layers

Output previews

Separations & soft proofing

Transparency issues

Trap presets

Convert colours

Ink manager, printers marks, cropping, fixing hair-lines, optimising, JDF job definitions

Advanced printing controls

Editing PDF Files

Touchup text tool

Touchup Object tool with Photoshop and Illustrator

Exporting Images and Text

Exporting/saving pdfs in other formats

PDF Security

Setting/Changing Document Security

Permissions and Password