

Acrobat Advanced

Course Description

overview: This one-day course teaches participants to enhance PDF files and add multimedia elements, use simple JavaScript commands to automate forms, set page actions, use destinations and add articles to enhance documents. Participants will also learn how to use Acrobat Catalog to create an index of PDF documents.

prerequisite: Our *Adobe Acrobat: Intermediate* course or equivalent experience.

who benefits: People who need to enhance PDF files to use elements such as embedded sound and video. Anyone needing forms with JavaScript content to automatically calculate form field values. This course is for users who need to create PDF documents which will be fully indexed and interactive utilizing high-end functions.

delivery: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities and assignments.

materials: Participants receive reference cards related to the topics of the course. Sample files used in the class will be available on disk, or via the internet. Follow up support by email or telephone, on topics covered, is available to participants for 90 days.

further learning: Our *Adobe FrameMaker: Basics*, *Adobe Illustrator: Basics* or *Adobe Photoshop: Basics* courses



REGISTER

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:

- Add sound and video files to PDF documents.
- Build and incorporate buttons to launch embedded content such as sound and video.
- Use JavaScript commands to add, subtract, multiply or divide values in fields.
- Set page actions to automatically execute commands when specific pages are viewed.
- Create, modify and delete destinations to create independent links between documents and pages.
- Create, modify and delete articles as navigation tools to simplify viewing of complex documents.
- Use Acrobat Catalog to create an index file for searching multiple PDF documents.
- Set up Acrobat Catalog to automatically maintain an index as files are added, modified or deleted.

Table of Contents

Creating PDF from paper

- Converting scanned documents to Adobe PDF
- Converting using the Capture Plug-In
- Creating PDF from the web

Creating Adobe PDF from Web pages

- Converting Web pages by specifying a URL
- Converting Web pages from a link in PDF
- Dragging and dropping to convert Web pages
- Setting conversion options for Web pages
- General conversion options
- Display options for HTML pages
- Text file display options
- Setting page layouts
- Organizing tagged PDFs using bookmarks
- Setting Web Capture preferences
- Viewing PDF documents on the Web

Acrobat Distiller Job Options

- Setting General job options
- Image compression and resampling
- Distiller font options
- Color management options in Distiller
- Setting Advanced job options in Distiller
- Adding security to Adobe PDF files
- Setting up watched folders in Distiller

Using Acrobat Catalog

- Preparing documents for indexing
- Defining and creating an index file
- Acrobat Catalog and Search preferences
- Removing and recreating indexes
- Relocating document collections and their indexes

Developing Articles and Destinations

- Navigating in PDF documents
- Working with articles
- Working with destinations

Accessibility Options in Acrobat

- About PDF Documents for Accessibility
- Tips When Creating Accessible PDF's
- Creating accessible PDF files using Microsoft Office for Windows
- Creating tagged PDF using the Make Accessible Plug-in
- Setting Accessibility Preferences
- Using the Accessibility Checker

Batch processing

- About batch processing

Using JavaScript

- Using JavaScript actions
- Using document level JavaScripts
- Adding custom JavaScripts in form fields

Companies Closing Business with PUBSNET...from A to Z!

Allmerica Financial
BMC Software
Cisco
Duracell
EMC
Fairchild
GenRad
HighGround Systems
IBM
JDA Software
Kodak
Lucent Technologies
Media 100

Nokia
Oracle
Price Waterhouse
Quantum Corporation
Rational Software
Sybase
Teradyne
Unisphere
Voice Technologies
Waters Corporation
Xyvision
Yale University
Zymark Corporation
...and many others!

Testimony to Our Quality



Quality is the hallmark of our service portfolio. We deliver our services with the same diligence and attention to detail as the master woodworker, or sculptor, or violinist. The fruit of our work is in the many people that have come to us for our placement or training services. We look forward to providing you with the same high level of service and customer satisfaction!

Testimony to Training Services

PUBSNET classes provide friendly, knowledgeable instructors and hands-on training to produce quick results in a short time. Our employees returned to work with renewed enthusiasm, eager to put their learning into practice.

--Rusty Keighron, Second Vice President at AMS Services, Inc.

PUBSNET courses are very well designed, appropriately paced, and clearly and effectively presented. There's plenty of "hands on" experience in the tool-development courses and the latest, up-to-date information in the seminars. These classes have definitely provided a firm basis for developing skills and knowledge in my group.

--Pat Clark, Information Development Manager at Nortel Networks

Well worth it -- I enjoyed the course and the instructor's methods immensely. Excellent quality training!

--Lisa Adams, New England Journal of Medicine
