

Adobe Acrobat 8.0 Professional

Most people agree that Acrobat and PDFs have the potential to dramatically improve your workflow, but do you know how to create a PDF that your prepress facility/printer can use? Learn how to create and preflight PDFs using Adobe Acrobat 8.0 Professional. Along with the additional Print Productions Tools, you will also learn about the new Form tools, Digital signatures and new Review options.

What you will learn:

Looking at the Work Area:

- Opening PDFs in the work area
- Working with Acrobat task buttons
- Working with the navigation pane

Creating Adobe PDF Files:

- Using the Create PDF command
- Converting and combining different types of files
- Using the Print command to create Adobe PDF files
- Comparing the default Adobe PDF settings
- Reducing file size
- Compression and Resampling
- Exploring on your own

Creating Adobe PDF from Microsoft Office files

- Converting MS Word files to Adobe PDF
- Converting Excel files

Combining Files

- About Combining files
- Collecting PDF files
- Making changes
- Searching

Working with PDFs:

- Changing the opening view
- Reading PDFs
- Following links
- Searching PDF documents
- Printing PDF documents

Who should attend:

This course is recommended for the novice to advanced Adobe Acrobat 8.0 user.

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Corporate & Community Training

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Course details:

Length: 7 hours

Format: Your location, on campus, workshop

Class size: Flexible.

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