



RELATED TRAINING :

It isn't enough to know one piece of software. Most software utilize graphics or elements from other software. And now Adobe has made them easier than ever to work together. We'll show you how easy it is to make your project the best it can be. Here are a few additional classes you would benefit from.

Click for class details >>

ID InDesign Essential Skills I

Fm FrameMaker Unstructured Essential Skills I

Acrobat Professional : Go Green Training

Go Green. Get work done fast, efficiently and paperless! Produce engaging PDF documents using text, graphics, animations, video, and sound in this two day training. Collaborate with your staff to comment and modify documents. Learn how to implement advanced PDF security features like digital signatures and password protected documents. Create elements such as buttons and form fields for producing interactive documents. Turn scanned documents into forms, sign them and send them out without ever using a piece of paper.

Lumenbrite's instructors are Industry Experts as well as Adobe Experts. We use official Adobe training curriculum and add supplemental courseware and learning to offer you the practical, real world techniques that we use in our own projects. Courses are offered monthly at our regular locations, in addition we provide training to clients at their location across the United States. We can customize training for your organization to meet your specific needs. We encourage you to bring in your projects so that we can answer your specific questions.

Recommended Prerequisites: Basic Computer Skills on a Mac or PC.

Duration: 2 Days

Acrobat Professional: Go Green Training Lesson Plan

INTRODUCING ADOBE ACROBAT

- Getting to know the work area
- Adobe PDF on the web
- Overview of the work area
- Viewing PDF presentations in Full Screen Mode
- Designing documents for online viewing
- Using the Organizer
- Opening a PDF file in the work area
- Working with the Acrobat task buttons
- Working with the navigation pane

CREATING ADOBE PDF FILES

- Using the Create PDF command
- Converting and combining files
- Using the Print command
- Adobe PDF Settings
- Reducing file size
- Compression and resampling
- Dragging and dropping files

CREATING PDF FROM MICROSOFT OFFICE FILES

- PDF Maker Overview
- Acrobat Connect Overview
- Converting MS Word files to PDF
- Converting Power Point to PDF
- Converting Excel documents to PDF
- Attaching files in Microsoft Outlook
- Converting web pages from Internet Explorer
- Exporting tables from PDF files
- Converting and combining multiple Office files

COMBINING FILES IN PDF PACKAGES

- Collecting PDF files in a package
- Navigating your PDF package
- Making changes to PDF packages
- Sorting PDF files in PDF packages
- Searching PDF packages
- Printing PDF packages

- Creating Adobe PDF from Web Pages

CONVERTING WEB PAGES TO ADOBE PDF

- Connecting to the web
- Setting options for converting web pages
- Creating PDF files from web pages
- Updating converted web pages
- Converting Email Files to Adobe PDF

CONVERTING EMAIL MESSAGES TO PDF

- Sorting converted emails
- Adding email messages to PDF Packages
- Printing emails
- Migrating PDF archives to packages
- Setting up automatic archiving in Outlook

WORKING WITH PDF FILES

- Changing the opening view
- About the onscreen display
- Reading PDF documents
- Following links
- Searching PDF documents
- Printing PDF documents
- Filling out PDF forms
- Comparing documents
- Using the accessibility features

EDITING PDF DOCUMENTS

- Opening and examining the work file
- Moving pages with page thumbnails
- Editing Adobe PDF pages
- Editing links
- Inserting PDF files
- Looking at bookmarks
- Deleting a page
- Renumbering pages
- Setting an opening view
- Editing text
- Copying text and images from PDF
- Using the TouchUp Object tool
- Converting PDF pages to image files
- Reducing the file size

**Acrobat Professional: Go Green Training
Lesson Plan**

ADDING SIGNATURES AND SECURITY

- Creating digital signatures
- Adding images to your digital signatures
- Selecting a signing method
- Creating digital IDs
- Signing the advertisement
- Modifying signed documents
- Security Settings
- Adding security to PDF files
- Adding passwords
- Opening password-protected files
- Certifying PDF files

CREATING MULTIMEDIA PRESENTATIONS

- Adding interactive animations
- Adding Show/Hide fields
- Controlling movie clips with buttons
- Adding navigational buttons
- Creating page actions to control media
- Opening movie clips in floating windows
- Creating full-screen presentations

WORKING WITH FORMS IN ADOBE ACROBAT

- Converting paper forms to interactive PDF forms
- Adding text fields
- adding check boxes and buttons
- Distributing forms
- Tracking and managing forms
- Calculating and validating numeric fields