



Computer Consultants Corporation

Adobe Acrobat

Level II (Advanced)

Length of course: 1 class day (6 hours)

Prerequisites: Introduction to Adobe Acrobat or equivalent experience.

Learning Objectives: In this course students will focus on the advanced features of Adobe Acrobat. They will learn how to **develop forms, use multimedia tools in Acrobat, and use JavaScript to enhance PDF files.**

Basics of form development

- Understanding form design
- Understanding form creation

Creating and using Forms

- Creating fields
- Formatting fields
- Distributing forms
- Accumulating response data from forms

Additional Form options

- Using the grid
- Using the Info palette
- Formatting text fields
- How to define calculation fields
- Creating rollover effects
- Using drop-down lists

Acrobat Distiller

- Examining the different ways to use Distiller
- Setting job options in Distiller
- Resolution and compression options
- Choosing font settings
- Encryption and security
- Postscript file creation
- Setting up watched folders

Multimedia

- Multimedia options in Acrobat
- Movie insertion
- Sound insertion
- Options for playback

Buttons

- Radio buttons
- Adding a submit button
- Adding a reset button
- Button replication on all pages

Indexes

- Index benefits
- Using Acrobat Catalog
- Defining an index
- Building an index
- Automatic index updates
- Selecting indexes
- Searching in Acrobat
- Browsing through the search results

JavaScript functions

- Basic JavaScript syntax
- Creating document-level fields with JavaScript
- Creating field-level fields with JavaScript

Acrobat's security tools

- How to use PDF consultant
- Digital signatures in Acrobat
- Acrobat's Self-Sign option
- Comparing various documents
- Capturing web pages
- Processing PDF files in batches

H3