

Adobe® Acrobat X Pro Essential Skills

6 Lesson Evening Course

friends
of
design

ACADEMY
OF
DIGITAL
ARTS

Streamline and manage your documentation processes with Friends of Design's popular Adobe® Acrobat X™ evening course. Learn to deliver content that your colleagues and clients can track, share and collaborate on, across local area networks, online or via email.

Join the digital revolution and reduce cumbersome paperwork, create eye catching presentations and documents with this groundbreaking software. Master form field creation and sharing files over the net, add actions to automate tedious tasks and convert any file into a PDF, and more with Acrobat's simple tools and intuitive interface. Walk away from this Essential Skills course with the necessary abilities and skills to ensure that you and your team continues to deliver high standards of quality and attention to detail in all aspects whilst being able to work far more efficiently, reducing costs and increasing output.

Acrobat Essential Skills Tools

Lesson 1

- < Overview & Introduction
- < Working with documents, toolbars & panels
- < Quick Tools & navigation
- < Selecting and copying text and graphics
- < Reviewing preferences
- < Sharing PDFs by email & Adobe SendNow
- < Creating PDFs

Lesson 2

- < Editing PDF Content
- < Combining & Rearranging PDFs
- < Extracting & Converting Content
- < Scanning and Optical Character Recognition
- < Comparing documents
- < Adding Rich Media (Animations, Video & Sound)

Lesson 3

- < Adding Interactivity & Navigation
- < Creating PDF Portfolios, Presentations

Lesson 4

- < Basic Form Design
- < Distributing Forms via email or Server

Lesson 5

- < Collaborating on PDFs
- < Adding Comments in PDFs
- < Managing PDF Reviews

Lesson 6

- < Automating Routine Tasks with Actions
- < Protecting and Securing PDFs
- < Adobe Reader X and Acrobat.com Online tools

NOTE: This course is not intended for print designers seeking PDF print production training.

Name	Course Duration	Cost p/p Incl Vat	Times
Adobe Acrobat Essential Skills 6 Lesson Evening Course (18 hours)	Every Thursday evening : 20 Oct 2011 - 17 Nov 2011	R 2800.00	5:30pm - 8:30pm Thursdays Any class falling on a public holiday will be carried over to the next available Thursday evening, to be arranged between the lecturer and class.

Description

Most people are under the impression that Adobe® Acrobat X™ is just a PDF Creator and reader. However, Adobe® Acrobat X™ is so much more than that.

From creating, assembling and distributing documents, to creating eye catching interactive presentations and multimedia projects, managing workflows efficiently and collaborating with your colleagues and clients on projects, Adobe® Acrobat X™ is definitely the chosen tool of forward thinking companies who wish to streamline their business.

The Adobe® Acrobat X™ software will allow any company to work on projects together with colleagues without the hassle of back and forth paperwork, saving the company both time and money, and ultimately delivering results to the client much sooner. Using groundbreaking collaborative tools, sharing, commenting and reviewing is phenomenally improved, removing the need for extensive paperwork. In addition, Adobe® Acrobat X™ has revolutionized the workflow of a variety of industries, including insurance brokers, print publishers, advertising agencies and more, by way of its user friendly and intuitive interface and cutting edge sharing capabilities.

Friends of Design, will teach you the skills to be able to easily navigate and use the basic tools of this incredible program with absolute confidence. Among various other easy to use tools, we will show you how to create high quality and visually stunning documents that stand out from the crowd, insert interactive elements to your PDFs and speed up your workflow using the sharing and collaborating capabilities of this popular program.

General

Please note the following:

- You will be issued with an access tag, this tag needs to be returned on the last night you attend class
- All work will be deleted from our server one month after you complete the course, please ensure that you bring a memory stick to transfer your work.
- Please ensure that all modules are paid in full on the commencement of the course, please supply us with proof of payment to that effect.

Enrolment

Complete and fax / email an enrolment form (also available online) and proof of payment of your deposit to 021 402 0303. Or email the info to us at info@friendsofdesign.net

Friends of Design - Academy of Digital Arts
Branch: Standard Bank Cape Town - Adderley Street
Account No.: 070282692
Branch Code: 020009

Contact us

via email - for course queries & Enrolments: info@friendsofdesign.net

via phone - Telephone 021 402 0303