






Advanced Diploma in Graphic Design (992) – Adobe Acrobat

Prerequisites: Excellent keystroking ability.	Corequisites: A pass or better in Diploma in Graphic Design or equivalence.
<p>Aim: Adobe Acrobat Professional software enable business professionals to reliably create, combine, and control Adobe PDF documents for easy, more secure distribution, collaboration, and data collection. Adobe enable protection of sensitive information with passwords, permissions, and digital signatures. In this course, candidates will discover how to bring together a wide range of content from dozens of programs that they can reuse and customize in Acrobat Professional. This software allow candidates do a lot more; bringing together content is just the beginning. Candidates will work with many features, such as backgrounds and bookmarks, to help unify documents and add navigation to guide users. Adobe Acrobat's Portable Document Format (PDF) is the industry standard for electronic document exchange. Acrobat can maintain page layout and prevent changes to documents, even as they are being shared with others. For those who transmit documents via email or work within the printing industry, this course is a must!</p>	
Required Materials: Recommended Learning Resources.	Supplementary Materials: Lecture notes and tutor extra reading recommendations.
Special Requirements: This is a hands-on course, hence practical use of computers is essential. Requires intensive lab work outside of class time.	
<p>Intended Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Demonstrate how to configure the Acrobat layout by adjusting the panel groupings and settings. 2. Describe the common ways to create PDF files and demonstrate creating a PDF from within Acrobat. 	<p>Assessment Criteria:</p> <ol style="list-style-type: none"> 1.1 Analyse Acrobat settings 1.2 Identify the difference between Acrobat and Adobe Reader 1.3 Explore the Acrobat interface 1.4 Navigate PDF documents 1.5 Be able to customise the toolbars 1.6 Be able to work with the navigation panels 1.7 Be able to use the zoom tools 1.8 Analyse the window views 1.9 Be able to use the Organizer 1.10 Explore auto-saving 1.11 Be able to use the Full Screen and Reading modes 2.1 Be able to create a PDF from Word 2.2 Be able to create a PDF from Excel 2.3 Be able to create a PDF from PowerPoint 2.4 Be able to create a PDF from Outlook (Windows only) 2.5 Be able to create a PDF from the web 2.6 Be able to create a PDF from a file 2.7 Be able to set PDF file preferences 2.8 Be able to create a PDF from copied content 2.9 Be able to create a PDF from a scanner 2.10 Analyse how to optimise a scanned PDF 2.11 Be able to create a PDF from a blank page 2.12 Be able to create multiple PDFs in a

		batch
	2.13	Be able to create PDFs from InDesign, Illustrator, and Photoshop
3. Demonstrate how to use the Combine Files command for conversion to PDF and analyse PDF Portfolios and previous versions of Acrobat or Adobe Reader .	3.1	Be able to combine documents
	3.2	Be able to create a merged document
	3.3	Be able to create a PDF Portfolio
	3.4	Be able to add files or folders to a PDF Portfolio
	3.5	Be able to customise PDF Portfolio options
	3.6	Be able to preview native files in a PDF Portfolio
	3.7	Be able to search in a PDF Portfolio
	3.8	Be able to run commands on a PDF Portfolio
	3.9	Be able to apply security to a PDF Portfolio
4. Demonstrate Acrobat's ability to combine material from a wide range of sources into one document.	4.1	Be able to insert and delete pages
	4.2	Be able to embed and remove thumbnails
	4.3	Explore moving, rotating, and cropping
	4.4	Analyse extracting and replacing pages
	4.5	Analyse splitting PDFs
	4.6	Analyse renumbering pages
	4.7	Be able to add headers and footers
	4.8	Be able to create watermarks and backgrounds
	4.9	Be able to copy content
	4.10	Be able to editing text
	4.11	Be able to add text using the Typewriter tool
	4.12	Be able to touch up objects
	4.13	Be able to use Bates numbering
	4.14	Be able to compare PDF documents
	4.15	Be able to set document properties
	4.16	Be able to reduce file size
	4.17	Be able to examine a document
	4.18	Be able to attach documents to a PDF
5. Demonstrate how styles or headings can be used as the basis for a set of bookmarks added to the PDF document in Acrobat.	5.1	Define bookmarks
	5.2	Be able to create bookmarks
	5.3	Analyse bookmark specific items
	5.4	Explore nesting bookmarks
	5.5	Be able to edit bookmark destinations
	5.6	Explore bookmark shortcuts
	5.7	Describe bookmark actions
	5.8	Be able to use the Bookmarks navigation panel and the Initial View setting
6. Demonstrate how to generate links between the drawing objects in the drawing file to all the tables in a data source.	6.1	Be able to use links
	6.2	Be able to create links
	6.3	Be able to edit links
	6.4	Explore cross-document linking
	6.5	Be able to create destination links
	6.6	Analyse using link shortcuts
7. Describe the benefits of repurposing objects, sometimes referred to as shared content objects.	7.1	Be able to export images from a PDF
	7.2	Be able to export text from a PDF
	7.3	Be able to export to Word

8. Demonstrate the several ways that AutoCAD users can collaborate with each other.	7.4	Be able to export to HTML
	7.5	Be able to batch-process an export
	8.1	Be able to view comments
	8.2	Be able to add sticky notes
	8.3	Be able to use the Text Edits tool
	8.4	Be able to use the Stamp tool
	8.5	Practice using highlights, underlines, and strikethroughs
	8.6	Be able to attach files as comments
	8.7	Outline how to record an audio comment
	8.8	Be able to use the drawing tools
	8.9	Be able to enable commenting in Reader
	8.10	Describe the different review processes
	8.11	Be able to attach a PDF for email review
	8.12	Be able to use the Shared Review feature
	8.13	Explore reviewing via Acrobat.com
	8.14	Be able to use the Collaborate Live feature
	8.15	Be able to use the Review Tracker
	8.16	Analyse exporting and importing comments
8.17	Be able to review comments	
8.18	Outline how to summarise comments	
9. Demonstrate how to use AutoCAD's 'FIND' and 'REPLACE' command to correct text.	9.1	Be able to use basic Find
	9.2	Be able to use Search
	9.3	Be able to use advanced searching
10. Demonstrate the several possibilities to secure AutoCAD drawings data.	10.1	Outline how to show security properties for a PDF
	10.2	Describe how to enable Encrypt with Password security
	10.3	Be able to remove Encrypt with Password security
	10.4	Be able to manage security policies
	10.5	Define redacting

**Recommended Learning Resources:
Adobe Acrobat**

Text Books	<ul style="list-style-type: none"> • How to Do Everything: Adobe Acrobat by Doug Sahlin ISBN-10: 0071602704 • Adobe Acrobat Professional by Adobe Systems Inc. ASIN: B001AAYY7E • Adobe Acrobat for Windows and Macintosh by John Deubert ISBN-10: 0321552954
Study Manuals 	BCE produced study packs
CD ROM 	Power-point slides
Software 	Adobe Acrobat