

learning  
equals  
development

# EQV Course Outline



■ Acrobat Intermediate / Advanced

■ 1 Day

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# Acrobat Intermediate / Advanced (1 Day)

## Business Benefit

Creating professional and presentable electronic portable documentation is important in today's environment, and Adobe Acrobat gives you all the tools you need to create such documents.

## Who Should Attend?

- Those looking to further their Adobe Acrobat knowledge who need a more in depth understanding of the programme.

## Learning Objectives

*By the end of this course you will be able to...*

- Prepare documents using enhanced graphics
- Insert video and multimedia into documents
- Prevent alteration & manipulation by securing documents

## Course Content

- Running PDF files in full screen mode
- Setting transitions for full screen mode
- Converting web pages to PDF
- Creating thumbnails
- Inserting pages from another PDF file
- Cropping & Moving pages Extracting pages
- Updating pages
- Defining page actions
- Defining articles
- Assigning actions to buttons and text links
- Playing and controlling video and multimedia elements
- Adding Watermarks & backgrounds
- Spelling checking of documents
- Adding sound to PDF documents
- Creating e-mail links
- Creating links to other Acrobat documents
- Linking to external web sites Using Acrobat Catalogue to create indexes
- Searching indices for words and phrases
- Refining searches and using Boolean operators in searches
- Setting security options for PDF's
- Digital signatures
- Passwords
- Creating PostScript files for conversion to PDF
- Using PDFWriter to create PDF files
- Advantages of using Distiller Assistant
- Using Distiller to convert PostScript files to PDF
- Setting Distiller preferences
- Setting Distiller font locations
- Using watched folders
- Setting Distiller job options for font embedding, compression and compatibility
- Saving and optimising PDF files

**You may also be interested in  
Acrobat Introduction**

Dates: **Dates to suit you...**  
Please contact EQV

Price: **£POA**  
per person

## The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

## The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

## Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training coordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided catering for a variety of dietary needs.

## What Delegates Say about this course

*"Very enjoyable day-many thanks"*

*"10 out of 10 Great Course"*

*"Good follow-on from the intro course"*

