



Formation Adobe Acrobat - Documents, handouts and reports in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

ID : 753

Goal : Being able to convert, protect and publish various documents (reports, manuals, brochures, etc.) into Acrobat PDF format in a professional and dynamic way.

Audience : Everyone needing to create documents, reports, brochures and statistical or dynamic forms within the company.

Prerequisites : Control MS Windows environment (Eplorer especially)

Goals :

- Introduction
- Handling Postscript files
- End user PS printing (visualization)
- Handling Distiller (mass publication)
- Distiller Options and advanced settings
- Adobe Acrobat interface (GUI)
- Differences between Adobe Acrobat and Reader (and versions)
- Installing PDF printer
- Zooming options and browsing a pdf file
- Using search tool
- Creating and optimizing a PDF file from PDFwriter
- Exporting a PDF file to other file types
- Creating table of contents from MS Word (PDF Maker)
- Creating a PDF file from a MS Excel table through Acrobat menu
- Activating sensitive documents areas (hyperlinks, references)
- Protecting documents for modifications and signatures
- Merging documents
- Extracting, inserting, deleting, rotating pages
- Inserting watermark and headers and footers in Adobe Acrobat
- Introducing bookmarks and pages tabs
- ...

Pedagogical method : Training based on 95% practice and 5% Theory. The training is based on common examples chosen by the trainer and oriented following trainees' interests.

Suggested duration for presentiel training (days) : 1

Suggested duration for on-line training (days) : 1.2

Daily price in face-to-face : 275 CHF

Daily price in remote : 132 CHF

Daily price in remote for students : [contact us](#) (only if student card!)

Daily price in remote (with recording) : 1375 CHF

Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

Tags : pdf writer, distiller, pdf maker, converting, training, acrobat, adobe, adobe acrobat, adobe reader, document, brochure, report, pdf, portable document file, table of contents, dynamic, acrobat training.

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