

Adobe Acrobat Business Solutions

Working with PDF Document Collections

This course will provide you with the tools necessary to manage large volumes of PDF documents. Bringing together documents from various sources (e.g. spreadsheets, graphs, reports, emails, technical drawings, brochures) you will learn how to create searchable collections of PDF documents as well as how to add comments and secure documents both on CD/DVD and on a company internet or intranet sites.

Topics covered in this course:

Introduction

- What is Adobe Acrobat?
- What is Adobe PDF?

Creating PDF Documents

- PDF Creation Settings
- Creating PDF Documents

Manipulating PDF Documents

- Inserting and Deleting PDF Pages
- Combining Multiple PDF Documents
- Setting Initial View Options

Creating Links

- Using Bookmarks
- Creating Links Between PDF Documents
- Creating Website and Email Links
- Using Destinations
- Building Custom Navigation in PDF Documents

Document Meta Data

- Setting Document Properties
- Adding Meta Data

Using Acrobat Catalog

- Creating an Index
- Specifying Included and Excluded Files
- Controlling Catalog Stop Words
- Attaching an Index to a PDF
- Searching an Index
- Advanced Search Features

Searching PDF Documents on Websites

- Website Search Technology
- Using iFilter

Building a Simple PDF Website

- Linking to PDF Documents from a Web Page
- Controlling Link Parameters via Web Links
- Using Accessible Navigation

Building a PDF Based CD System

- Building a PDF Front End
- Creating a Searchable PDF CD
- Adding Autorun Capability (*Windows*)

Course Information

Course Prerequisites

Before taking this course, students should be familiar with the basic functions of their computer's operating system.

Software

This course uses Adobe Acrobat Professional 7.0 and -

- Microsoft Word
- Additional software may be used to illustrate examples

Additional Prerequisites

All courses can be run on Windows and Macintosh platforms at Tidalfire's premises or on-site. Where there are operating system dependencies these are indicated in the factsheet.

Course Duration

1 Day

Acrobat Related Courses

- Adobe Acrobat for Microsoft Office Users
- How to Add Comments and Mark-ups to your PDF Documents
- Adding Security to Adobe PDF Documents
- Creating Accessible Adobe PDF Documents
- Creating PDF eForms with Adobe Acrobat
- Creating Interactive PDF Documents
- Creating PDF eNewsletters
- Working with PDF Document Collections