



Create and Collaborate with Adobe Acrobat

Print/Publishing Course

Tuition: \$359

1 Day Hands-on Course

This 1-day course focuses on collaboration and review features built into Acrobat 9 Pro. Create and combine a wide variety of document formats into one integrated, yet powerful PDF easily exchanging information with everyone—even extended team members.

PREREQUISITES: This course assumes that you are familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Fundamental understanding of Adobe Acrobat Pro recommended.

WHO SHOULD ATTEND: This course is geared toward all professionals working in print and graphic design.

DISCUSSION OF DOCUMENT COLLABORATION TECHNIQUES AND OBJECTIVES

CREATION OF A COLLABORATIVE DOCUMENT (INDESIGN)

Job Option Settings
Enabling Commenting for Reader users

SETTING UP AN ADOBE "COLLABORATION"

Server and services options

COLLABORATING ON A PDF WITH OTHER USERS

TOOLS USED WITH COLLABORATION & REVIEW

ALTERNATIVES

REVIEWING AS A PROCESS WITH ADOBE

DIFFERENT TYPES OF REVIEW STRATEGIES

STARTING A REVIEW

Email Review
Shared Review

PARTICIPATING IN A REVIEW

MARKUP & COMMENTING

Tools & Techniques

TRACKING A REVIEW

Gathering comments

EXPORTING REVIEW INFORMATION

ADOBE HELP

