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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 ACROBAT "COLLABORATION"
Server and services options

COLLABORATING ON A PDF WITH OTHER USERS

TOOLS USED WITH COLLABORATION & REVIEW

ALTERNATIVES

REVIEWING AS A PROCESS WITH ACROBAT

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

ACROBAT HELP

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