



# Adobe Acrobat: creating PDFs

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## Class overview



Learn how to use Adobe Acrobat to create PDF (Portable Document Format) files, one of the most common formats for color-rich and highly formatted documents. This class includes an overview of the many uses of PDF files and walks you through the steps of creating a PDF file. You'll also learn techniques for optimizing your PDFs for delivery over the web or to a professional print shop.

## Current class sessions

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Apr 12, 2007 - May 25, 2007

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## Instructor

**Karin Rex**

Karin Rex is a nationally known technology trainer and frequently writes and speaks on various facets of the Internet, as well as other technology-related topics. Since 1989, Karin has owned ComputerEase, a Pennsylvania-based computer training and technical writing company. When she is not teaching online, Karin devotes her time to course development, writing, consulting, classroom instruction, and public speaking.

## What you'll learn

- Understand the technologies at work in a PDF file and how you can make the most of them in your business
- Create PDF files within Acrobat or directly from popular applications like Microsoft® Word
- Optimize your PDF files for print and web distribution
- Use Acrobat's built-in security features to control who sees your PDFs and how they may interact with them
- Learn how Acrobat can facilitate the document review process
- Use the PDF format to deliver documents to a service bureau or print shop for professional production

## Prerequisites

- None.

## Lessons

**Lesson 1: Behind the scenes of a PDF**

This lesson introduces you to the technology behind PDFs, explores some common uses for PDFs, and explains what software you need to create your own PDFs. You'll also learn advantages of PDFs over HTML pages.

**Lesson 2: Create PDFs**

You can create PDFs directly from a number of document creation applications or from within Acrobat. Learn how to do both, and how to select which option is right for you. You'll also find out how to include multimedia in your PDFs.

**Lesson 3: Optimize PDFs**

This lesson describes optimizing PDFs for print, online distribution, and other uses. It includes information on new Acrobat tools for tailoring output, and best practices that help you configure Acrobat for the best possible output.

**Lesson 4: Secure PDFs**

This lesson provides an overview of the different Acrobat security options. It looks at protecting PDFs with passwords and encryption, preventing printing and other changes, and removing sensitive information.

**Lesson 5: Review documents and collaborate with Acrobat**

Acrobat provides robust document reviewing, tracking, and collaboration tools. In this lesson, you'll learn how to electronically initiate a review cycle, add comments, track and manage shared reviews, and initiate web conferencing.

**Lesson 6: Acrobat and professional printing**

Acrobat is the preferred file format for service bureaus and print shops. This lesson will give you system and color management tips, and show you how to prepare and package complete PDFs for your printing provider.