



Adobe Acrobat for Legal Professionals

Click here for course dates and to register.

Acrobat for Legal Professionals is a 2 day course during which you will explore the Acrobat work environment and practice creating and manipulating Portable Document Format (PDF) files, usable for information collection. The course covers in detail, how to set up and track a review process and modify settings to produce high quality results. You will also learn how to add security to PDF documents such as restricting access and distribution of confidential information. Additional topics include the following: electronic filing, document search, retrieval, archival and delivery, modification of a PDF file by adding navigation to it and obtaining data from a PDF.

Target Student: Legal professionals interested in improving communication and correspondence with clients, court e-filing systems, and other legal professionals through converting documents into searchable PDF formats as well as using features of PDF to convey specific information.

Prerequisites: Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

Delivery Method: Instructor-led, classroom-delivery learning model with structured hands-on activities.

Benefits: After completing this course, you will be able to combine and share documents and streamline document reviews. Additionally you will be able to protect sensitive information, convert documents to PDFs, edit PDF documents and save as word documents.

What's Next:

Adobe AcroForms Acquire the skills to create electronic forms enabling you to increase efficiency and accuracy in collecting, recording and presenting data.

LiveCycle Designer Forms Learn to create dynamic PDF-based forms and documents as well as how to add interactivity, security and scripts to forms.

InDesign – Level 1 Lay out professional, print-ready documents from postcard to poster with Adobe's powerful page layout program.

Dreamweaver Website Development Learn to create websites using Dreamweaver. The course focuses on best practices and design, stressing the importance of usability.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- Enhance navigation with bookmarks, hyperlinks and thumbnails.
- Add graphic and text annotations to a PDF file.
- Secure a PDF document and apply digital signatures.
- Optimize and distribute PDF files.
- Limit accessibility to PDF files by adding password security and digital signatures to them.
- Use comment and markup tools for text and graphic annotations.
- Make documents accessible and set preferences.
- Create thumbnail images for document navigation.
- Replace selected pages in a PDF.
- Use the organizer for regularly emailed documents.
- Send web pages instead of urls.



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Adobe Acrobat for Legal Professionals

2 Day

Introducing Acrobat
Adobe PDF on the Web
Design Documents for Online Viewing
Using Organizer

Looking at the Work Area
Opening a PDF File
Working with the Acrobat Task Buttons
Working with the Navigation Pane

Creating Adobe PDF Files
Using the Create PDF Command
Converting and Combining Different Types of Files
Using the Print Command to Create Adobe PDF Files
Adobe PDF Settings
Reducing File Size
Compression and Resampling

Creating Adobe PDF from Microsoft Office Files
Converting Microsoft Word Files to Adobe PDF
Converting and Emailing PowerPoint Presentations
Converting other Microsoft Office Files

Combining Files in PDF Packages
Collecting PDF Files in a Package
Navigating and Changing a PDF Package
Sorting PDF Files in a PDF Package
Searching and Printing PDF Packages

Creating Adobe PDF from Web Pages
Connecting to the Web
Setting Options for Converting Web pages
Creating Adobe PDF Files from Web pages
Updating Converted Web pages

Working with PDF Files
Changing the Opening View
Onscreen Display
Reading PDF Documents
Following Links
Search and Printing PDF Documents
Filling Out PDF Forms
Comparing Documents
Using the Acrobat Accessibility Features

Editing PDF Documents
Opening and Examining the Work Files
Moving Pages with Page Thumbnails
Editing Adobe PDF Pages
Editing Links
Inserting One PDF File into another PDF File
Looking at Bookmarks
Deleting a Page
Renumbering Pages
Setting an Opening View

More About Editing
Editing Text
Copying Text and Images from a PDF File
Editing Images Using the TouchUp Object Tool
Converting PDF Pages to Image Format Files
Reducing the File Size

Using Acrobat in a Review Cycle
Working with Comments
Marking up Documents
Comparing Two Adobe PDF Documents
Printing Documents with Comments

Adding Signatures and Security
Creating Digital Signatures
Selecting a Signing Method
Creating Digital IDs
Signing the Advertisement
Security and PDFs
Password-protected Files
Certifying PDF Files
Signing Certified Documents

Making Documents Accessible and Flexible
About Flexibility and Accessibility
About Structure
Looking at Accessible Documents
Making Files Flexible and Accessible

