



Acrobat for Legal Professionals

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.





Acrobat for Legal Professionals

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