



Level 6 Advanced Diploma in Graphic Design (992) 153 Credits







Unit: Adobe Acrobat	Guided Learning Hours: 200
Exam Paper No.: 4	Number of Credits: 20
Prerequisites: Excellent keystroking ability.	Corequisites: A pass or better in Diploma in Graphic Design or equivalence.
<p>Aim: Adobe Acrobat Professional software enable business professionals to reliably create, combine, and control Adobe PDF documents for easy, more secure distribution, collaboration, and data collection. Adobe enable protection of sensitive information with passwords, permissions, and digital signatures. In this unit, learners will discover how to bring together a wide range of content from dozens of programs that they can reuse and customise in Acrobat Professional. This software allow learners do a lot more; bringing together content is just the beginning. Learners will work with many features, such as backgrounds and bookmarks, to help unify documents and add navigation to guide users. Adobe Acrobat's Portable Document Format (PDF) is the industry standard for electronic document exchange. Acrobat can maintain page layout and prevent changes to documents, even as they are being shared with others. For those who transmit documents via email or work within the printing industry, this unit is a must!</p>	
Required Materials: Recommended Learning Resources.	Supplementary Materials: Lecture notes and tutor extra reading recommendations.
<p>Special Requirements: This is a hands-on unit, hence practical use of computers is essential. Requires intensive lab work outside of class time.</p>	
<p>Intended Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Configuring the Acrobat layout by adjusting the panel groupings and settings. 2. The common ways to create PDF files and creating a PDF from within Acrobat. 	<p>Assessment Criteria:</p> <ol style="list-style-type: none"> 1.1 Analyse Acrobat settings and configurations 1.2 Identify the difference between Acrobat and Adobe Reader 1.3 Analyse the Acrobat interface 1.4 Describe how to navigate PDF documents 1.5 Demonstrate how to customise the toolbars 1.6 Demonstrate how to work with the navigation panels 1.7 Demonstrate how to use the zoom tools 1.8 Analyse the window views 1.9 Demonstrate how to use the Organizer 1.10 Explain auto-saving 1.11 Demonstrate how to use the Full Screen and Reading modes 2.1 Demonstrate how to create a PDF from Word 2.2 Demonstrate how to create a PDF from Excel 2.3 Demonstrate how to create a PDF from PowerPoint 2.4 Demonstrate how to create a PDF from Outlook (Windows only) 2.5 Demonstrate how to create a PDF from the web 2.6 Demonstrate how to create a PDF from a file 2.7 Demonstrate how to set PDF file

	preferences
	2.8 Demonstrate how to create a PDF from copied content
	2.9 Demonstrate how to create a PDF from a scanner
	2.10 Analyse how to optimise a scanned PDF
	2.11 Demonstrate how to create a PDF from a blank page
	2.12 Demonstrate how to create multiple PDFs in a batch
	2.13 Demonstrate how to create PDFs from InDesign Illustrator, and Photoshop
3. Use the Combine Files command for conversion to PDF and analyse PDF Portfolios and previous versions of Acrobat or Adobe Reader.	3.1 Describe how to combine documents
	3.2 Demonstrate how to create a merged document
	3.3 Demonstrate how to create a PDF Portfolio
	3.4 Demonstrate how to add files or folders to a PDF Portfolio
	3.5 Demonstrate how to customise PDF Portfolio options
	3.6 Demonstrate how to preview native files in a PDF Portfolio
	3.7 Demonstrate how to search in a PDF Portfolio
	3.8 Demonstrate how to run commands on a PDF Portfolio
	3.9 Demonstrate how to apply security to a PDF Portfolio
4. Acrobat's ability to combine material from a wide range of sources into one document.	4.1 Demonstrate how to insert and delete pages
	4.2 Demonstrate how to embed and remove thumbnails
	4.3 Describe moving, rotating, and cropping
	4.4 Explain extracting and replacing pages
	4.5 Explain splitting PDFs
	4.6 Demonstrate renumbering pages
	4.7 Demonstrate how to add headers and footers
	4.8 Demonstrate how to create watermarks and backgrounds
	4.9 Demonstrate how to copy content
	4.10 Demonstrate how to editing text
	4.11 Demonstrate how to add text using the Typewriter tool
	4.12 Demonstrate how to touch up objects
	4.13 Demonstrate how to use Bates numbering
	4.14 Demonstrate how to compare PDF documents
	4.15 Demonstrate how to set document properties
	4.16 Demonstrate how to reduce file size
	4.17 Demonstrate how to examine a document
	4.18 Demonstrate how to attach documents to a PDF

<p>5. How styles or headings can be used as the basis for a set of bookmarks added to the PDF document in Acrobat.</p>	<p>5.1 Define bookmarks 5.2 Demonstrate how to create bookmarks 5.3 Analyse bookmark specific items 5.4 Describe nesting bookmarks 5.5 Demonstrate how to edit bookmark destinations 5.6 Describe bookmark shortcuts 5.7 Describe bookmark actions 5.8 Demonstrate how to use the Bookmarks navigation panel and the Initial View setting</p>
<p>6. Generating links between the drawing objects in the drawing file to all the tables in a data source.</p>	<p>6.1 Demonstrate how to use links 6.2 Demonstrate how to create links 6.3 Demonstrate how to edit links 6.4 Describe cross-document linking 6.5 Demonstrate how to create destination links 6.6 Analyse using link shortcuts</p>
<p>7. The benefits of repurposing objects, sometimes referred to as shared content objects.</p>	<p>7.1 Demonstrate how to export images from a PDF 7.2 Demonstrate how to export text from a PDF 7.3 Demonstrate how to export to Word 7.4 Demonstrate how to export to HTML 7.5 Demonstrate how to batch-process an export</p>
<p>8. Using Adobe text edit toolbar and Acrobat Properties Bar.</p>	<p>8.1 Demonstrate how to view comments 8.2 Demonstrate how to add sticky notes 8.3 Demonstrate how to use the Text Edits tool 8.4 Demonstrate how to use the Stamp tool 8.5 Demonstrate practice using highlights, underlines, and strikethroughs 8.6 Demonstrate how to attach files as comments 8.7 Outline how to record an audio comment 8.8 Demonstrate how to use the drawing tools 8.9 Demonstrate how to enable commenting in Reader 8.10 Describe the different review processes 8.11 Demonstrate how to attach a PDF for email review 8.12 Demonstrate how to use the Shared Review feature 8.13 Demonstrate reviewing via Acrobat.com 8.14 Demonstrate how to use the Collaborate Live feature 8.15 Demonstrate how to use the Review Tracker 8.16 Create exporting and importing comments 8.17 Describe how to review comments 8.18 Outline how to summarise comments</p>
<p>9. Using Adobe's 'FIND' and 'REPLACE' command to correct text.</p>	<p>9.1 Demonstrate how to use basic Find 9.2 Demonstrate how to use Search</p>

10. The several possibilities to secure Adobe documents.	9.3 Demonstrate how to use advanced searching 10.1 Demonstrate how to show security properties for a PDF 10.2 Describe how to enable Encrypt with Password security 10.3 Demonstrate how to remove Encrypt with Password security 10.4 Demonstrate how to manage security policies 10.5 Define redacting
Methods of Evaluation: A 3-hour essay written paper with 5 questions, each carrying 20 marks. Candidates are required to answer all questions. Candidates also undertake project/coursework in Adobe Acrobat with a weighting of 100%.	

Recommended Learning Resources: Adobe Acrobat

Text Books 	<ul style="list-style-type: none"> • How to Do Everything: Adobe Acrobat by Doug Sahlin ISBN-10: 0071602704 • Adobe Acrobat Professional by Adobe Systems Inc. ASIN: B001AAYY7E • Adobe Acrobat for Windows and Macintosh by John Deubert ISBN-10: 0321552954
Study Manuals 	BCE produced study packs
CD ROM 	Power-point slides
Software 	Adobe Acrobat