Adobe Acrobat 8 Curriculum Guide

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Adobe Acrobat 8 Curriculum Guide

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Adobe Acrobat 8 Curriculum Guide

Introduction

The Adobe Acrobat 8 Curriculum Guide provides lessons and activities to help students understand concepts and learn the essential skills of digital document construction with Adobe Acrobat. With the Guide, teachers and students will examine the key features of the Acrobat authoring program and use Acrobat's tools to create a variety of interactive digital documents.

The Guide and its lessons can be used as a technology integration unit to supplement just about any course, or the Guide can be taught on its own. With an extensive range of lessons and activities, students and teachers will learn useful techniques for integrating their own documents and projects into this versatile Adobe Portable Document Format (PDF).

An Adobe PDF document preserves all the fonts, formatting, graphics, and color of any source document, regardless of the application and platform used to create it. Adobe PDF files are compact and can be shared, viewed, navigated, saved, and printed exactly as intended by anyone with the free Adobe Reader®. You can convert any document to an Adobe PDF file by using Adobe Acrobat 8.

Adobe PDF is the foundation for workflows in the publishing industry. It also plays a key role in financial services, advertising, regulated industries, and government, with hundreds of agencies worldwide sharing Adobe PDF files. Because educational institutions share many of the same document-specific tasks as these industries, Acrobat PDF integration is a natural fit for the classroom and school administrators. Equally important is the opportunity for students to explore the digital workflow Adobe PDF provides. As students progress to post-secondary education and careers in the workplace, their familiarity with this format will provide them with the digital communication skills they need to create and work with digital documents across the office or across the web.

The Acrobat Curriculum Guide consists of 12 lessons designed to introduce important features of the application. Each lesson contains exercises emphasizing key techniques that enable students to create and design PDF documents. At the end of each lesson are suggested activities for applying the techniques learned in the exercises. Students learn how to create digital documents and work collaboratively in a digital environment.

Each lesson is made up of three parts: an overview of skill requirements, summary and objectives, and key concepts; exercises that contain step-by-step hands-on practice to focus on these key techniques and concepts; and suggested activities for integrating these skills and concepts in a variety of settings.

It is suggested that you proceed through the lessons in sequence. However, if you already have some experience with PDF authoring, you may wish to work with lessons out of sequence. Because Acrobat has so many strengths, you can pick lessons that address the skills you want to learn. Throughout your practice with the activities, you are encouraged to use Acrobat Help to quickly find detailed information about the program.

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Using the Curriculum Guide Resource Files

The included resource files are grouped by lesson. These files can be placed anywhere on the computer's hard drive for use when working with the exercises. It is a good idea to keep a backup of all files when using the Acrobat Curriculum Guide.

You can download electronic files for this workshop at www.adobe.com/go/acr8_curr_guide_resources.

Lesson One

Lesson One uses a PDF file for examination of the Acrobat interface. You can substitute any PDF file.

Lesson Two

Lesson Two uses the student's own host file. This can be any file created on the computer. The lesson discusses PDF creation from different host applications. A sample Microsoft Word Document is included.

Lesson Three

The Lesson Three folder contains PDF documents for manipulation. This project file is suitable for other lessons if needed.

Lesson Four

Lesson Four uses a sample file as the basis for the exercises. Mark-up and annotations done in this exercise can be shared among students to facilitate collaboration.

Lesson Five

The Lesson Five folder uses a PDF created from a newsletter. It is the basis for learning the PDF editing process. It can also be used for other projects.

Lesson Six

The Lesson Six folder uses a PDF document for use in creating buttons, actions, and links to multimedia files. It also contains a small QuickTime® movie. A simple announcement form and data files are included.

Lesson Seven

Lesson Seven contains JPEG and TIFF images for conversion to PDF documents.

Lesson Eight

Lesson Eight uses files from the web. The Finished folder has examples in case an Internet connection is not available. Included is a JPEG image of the original Bill of Rights for use in the exercise.

Lesson Nine

The Lesson Nine folder contains sample documents for creating an electronic portfolio and a PDF Package.

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Lesson Ten

The Lesson Ten folder contains an unprotected PDF file and sample files for creating a secure PDF envelope.

Lesson Eleven

Lesson Eleven uses a resource folder as the basis for the catalog and index.

Lesson Twelve

Lesson Twelve contains a newsletter for accessibility analysis.

Acrobat Digital Workflow

The lessons are grouped to coincide with a typical Acrobat workflow containing processes used in publishing and printing environments.

The Acrobat PDF workflow consists of:

1. The distilling process provided by Acrobat Distiller®, part of the Acrobat suite used to compress text and graphics from host files (files created in other design and layout programs) into an optimal PDF file.
2. The manipulation process, handled by the Acrobat application, allowing PDF pages to be moved around and organized in a number of ways.
3. The comment and mark-up process, handled by the Acrobat application, which enhances collaboration among groups and individuals.
4. The editing process, handled by the Acrobat application, which allows digital authors to touch up PDFs and add interactive features such as actions, fields, and links to other files and to integrate these with other digital technologies, including the web and multimedia files.
5. The importing process, handled by the Acrobat application, which allows the import and conversion of scanned paper documents, image files, and web pages into fully functional PDF files.
6. The distribution process, handled by Catalog, now part of the Acrobat application. Catalog allows collections of PDFs to be indexed so they can be searched at high speed on disk, internal networks, and CD-ROMs.
7. The Usage Rights Enabling process allows users of Adobe Reader 8 to interact and save enabled PDF documents for collaboration with others.

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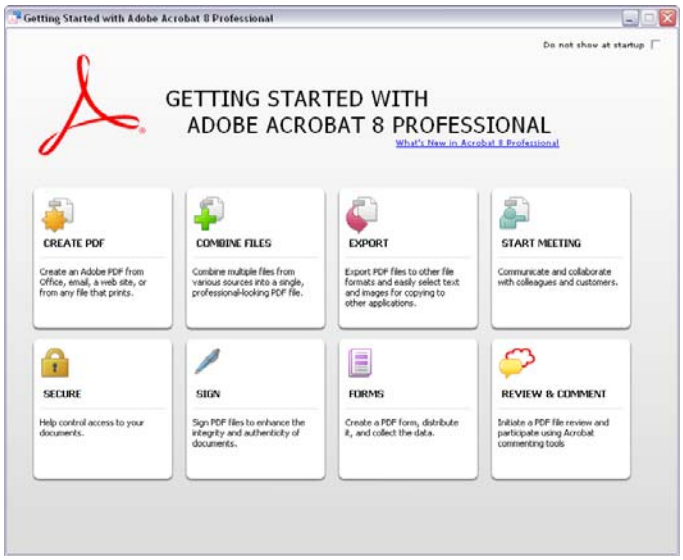
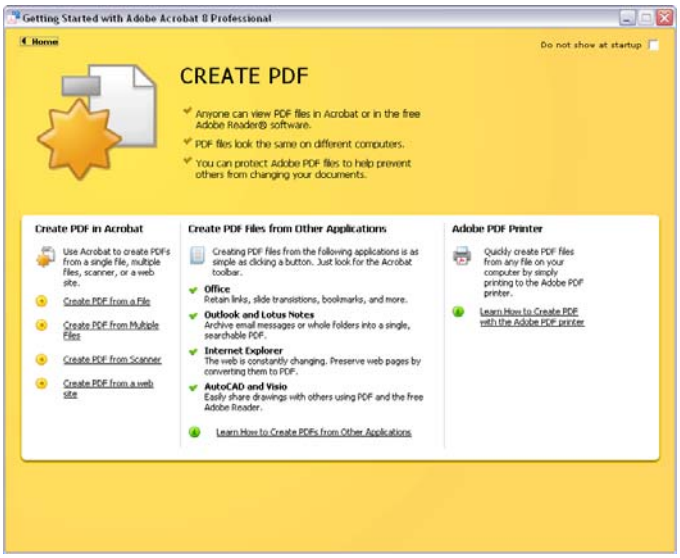
The Getting Started Window



The Getting Started window opens by default when you start Acrobat. The home page in this window contains links that open additional pages like the one below. All Getting Started pages include buttons and links that start specific tasks or display topics in Complete Acrobat Help. You can open and close the Getting Started window or simply let it remain open behind or beside the Acrobat work area.



System Requirements for Acrobat 8 Professional

For participants using Windows:

- Intel® Pentium® processor
- Microsoft® Windows® 2000 with Service Pack 2, Windows XP Professional or Home Edition, or Windows XP Tablet PC Edition
- Microsoft Internet Explorer 5.5
- 128MB of RAM (256MB recommended)
- 460MB of available hard-disk space; cache for optional installation files (recommended) requires an additional 300MB of available hard-disk space
- 1024 x 768 screen resolution
- CD-ROM drive
- Internet or phone connection required for product activation

For participants using Macintosh:

- PowerPC® G3, G4, or G5 processor
- Mac OS X v.10.2.8 or 10.3
- 128MB of RAM (256MB recommended)
- 495MB of available hard-disk space
- CD-ROM drive

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