

Adobe Acrobat XI

Level 1

Course Overview

In this 1-day course, you will be introduced to Adobe Acrobat XI Professional Edition, a tool that allows you to make your documents more portable, accessible, and useful to meet the needs of your target audience. You will learn how to access information in a PDF document, create and save PDF documents, navigate content in a PDF document, modify PDF documents, review PDF documents, and convert PDF documents. Course Preparation: Basic experience with computers and exposure to Microsoft Office applications, such as Word and Excel.

Acrobat Course Series:



Course Topics

Accessing PDF Documents

- Opening PDF Documents
- Exploring the Adobe Acrobat Interface
- Browsing Through PDF Documents

Creating and Saving PDF Documents

- Creating and Saving a PDF Document from an Existing Document
- Creating a PDF Document from a Web Page
- Combining Multiple PDF Documents

Navigating Content in a PDF Document

- Performing a Search
- Searching Multiple PDF Documents
- Working with Bookmarks
- Creating Links and Buttons

Modifying PDF Documents

- Manipulating PDF Document Pages
- Editing Content in a PDF Document
- Adding Page Elements

Reviewing PDF Documents

- Adding Comments and Markup
- Comparing PDF Documents
- Initiating and Managing a Review

Converting PDF Files

- Reducing the File Size of a PDF Document
- Optimizing PDF Files
- Converting and Reusing PDF Document Content