

Adobe Acrobat Pro X: Level 1

Course length: 1.0 day(s)

Course Objective: You will use Adobe® Acrobat® X Pro to create and manage PDF documents.

Target Student: This course is for individuals with little or no experience using Adobe Acrobat Pro, but who need to create and share PDF files and PDF Portfolios. Students may have experience using office productivity applications, such as a word processor or spreadsheet program, but with little or no experience using a robust database.

Prerequisites: Basic experience with computers and exposure to Microsoft Office applications, such as Word and Excel.

Course Objectives

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

- access information in a PDF document.
- create PDF documents.
- navigate to and search for a specific content in a PDF document.
- update PDF documents.
- work with multiple PDF documents.
- review a PDF document.
- validate a PDF document.
- optimize and convert PDF documents to other formats.

Course Content

ACCESSING A PDF DOCUMENT

- Open a PDF Document
- Explore the Adobe Acrobat 9 Pro Interface
- Browse Through a PDF Document

CREATING PDF DOCUMENTS

- Create a PDF Document Using Microsoft Applications
- Create a PDF Document Using the Print Command
- Create a PDF Document from Web Pages

- Create a PDF Document Using Email Applications
- Create a PDF Document Using Acrobat

NAVIGATING TO SPECIFIC CONTENT IN A PDF DOCUMENT

- Conduct a Simple Search
- Use Bookmarks
- Work with Links
- Define Articles

UPDATING PDF DOCUMENTS

- Manipulate PDF Document Pages
 - Edit Content in a PDF Document
 - Add Page Elements
 - Extract Content from a PDF Document
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WORKING WITH MULTIPLE PDF DOCUMENTS

- Organize PDF Documents into a Collection
- Redact PDF Documents
- Search Multiple PDF Documents

REVIEWING A PDF DOCUMENT

- Initiate a Review
- Review a PDF Document
- Compare PDF Documents

VALIDATING A PDF DOCUMENT

- Sign a PDF Document Digitally
- Verify a Digital ID

CONVERTING PDF FILES

- Optimize PDF Files
 - Convert PDF Files to Other Formats
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