

Adobe Acrobat XI – Introduction

COURSE DESCRIPTION: Communicating ideas and information is the cornerstone of organizational operations, and electronic forms of communication have made the transfer of knowledge quick, easy, and inexpensive.

Adobe Acrobat is the corporate standard for creating and working with documents that preserves the visual identity, appearance and content, and can easily be viewed on multiple devices. In organizations that use Microsoft Office, the Adobe approach is not always intuitive, and the individuals will benefit substantially from training in Acrobat when they first need it in their work.

Students attending the training are welcome to bring files with them that illustrate what they would like to accomplish or issues they are experiencing, when it is appropriate to share those files in a classroom setting.

PREREQUISITES: Some experience using a Windows computer and a mouse.

Lesson 1: Accessing PDF Documents

- Open a PDF Document
- Browse a PDF Document

Lesson 2: Creating and Saving PDF Documents

- Create and Save a PDF Document from an Existing Document
- Create a PDF Document from a Web Page
- Combine Multiple PDF Documents

Lesson 3: Navigating Content in a PDF Document

- Perform a Search in a PDF Document
- Search Multiple PDF Documents
- Work with Bookmarks
- Create Links and Buttons

Lesson 4: Modifying PDF Documents

- Manipulate PDF Document Pages
- Edit Content in a PDF Document
- Add Page Elements

Lesson 5: Reviewing PDF Documents

- Add Comments and Markup
- Compare PDF Documents
- Initiate and Manage a Review

Lesson 6: Converting PDF Files

- Reduce the File Size of a PDF Document
- Optimize PDF Files
- Convert and Reuse PDF Document Content

