

Adobe Acrobat X Pro - Level 1

Duration: 1 day

Overview:

In this course, students will use Adobe Acrobat X Pro to create and manage PDF documents.

Target Audience:

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.

Pre-requisites:

Before attending this course, students must have basic experience with computers and exposure to Microsoft Office applications, such as Word and Excel.

At Course Completion:

After completing 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.
- Optimise and convert PDF documents to other formats

Lesson 1: Accessing PDF Documents

- Open PDF Documents
- Explore the Adobe Acrobat X Pro Interface
- Browse Through PDF Documents

Lesson 2: Creating PDF Documents

- Create PDF Documents from a File
- 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

Lesson 3: Navigating to a Specific Content in a PDF Document

- Perform a Search
- Manage Bookmarks
- Work with Links

Lesson 4: Updating PDF Documents

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

Lesson 5: Working with Multiple PDF Documents

- Control Access to Multiple PDF Documents
- Search Multiple PDF Documents

Lesson 6: Reviewing PDF Documents

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

Lesson 7: Validating PDF Documents

- Sign a PDF Document Digitally
- Verify a Digital ID

Lesson 8: Converting PDF Files

- Optimise PDF Files
- Convert PDF Files to Other Formats