Acrobat Level 1

Course Description

Students will learn the basic skills of using this popular PDF manipulation package from Adobe.

Prerequisites

Windows Introduction or equivalent knowledge.

What Next?

Acrobat Level 1 is the first course in this series. Acrobat Level 2, the next course in this series, teaches students how to use more advanced features to be found in Acrobat.

Course Content

Unit 1: Getting Started
The Acrobat environment
Advanced Navigation
Finding text
Getting help
Setting preferences

Unit 2: Creating PDF documents
Printing to PDF from any application
Acrobat PDFMaker
The Create PDF commands

Unit 3: Modifying PDF documents
Moving document pages
Modifying content
Moving PDF content to other programs
Adding multimedia
Optimizing PDF file size

Unit 4: Document navigation tools
Working with bookmarks
Working with links

Unit 5: PDF accessibility
Accessible documents
Accessibility in the Acrobat environment

Unit 6: Document security
Password protection
Digital signatures
Encryption certification and security envelopes
Adobe LiveCycle Rights Management ES encryption
Password and certificate security policies

Unit 7: Document review techniques
Document reviews
Reviewer tools
Managing comments and markups