

Acrobat Professional Introduction Course Outline

1 day course

COURSE OBJECTIVES

This Adobe Acrobat course is designed for users of the professional version. It is aimed at new users and can be customised to suit any version.

PREREQUISITES:

None

Course topics:

GETTING STARTED

- The Acrobat environment
- Advanced navigation
- Finding text
- Organizing PDF documents
- Getting help
- Acrobat preferences

CONVERTING DOCUMENTS TO PDF

- Printing to PDF from any application
- Acrobat PDFMaker
- The Create PDF commands

MODIFYING PDF DOCUMENTS

- Modifying document pages
- Modifying content
- Moving PDF content to other programs
- Optimizing PDF file size

PDF DOCUMENT NAVIGATION TOOLS

- Bookmarks
- Working with links

PDF ACCESSIBILITY

- Accessible documents
- Accessibility in the Acrobat environment

DOCUMENT SECURITY

- Password protection
- Digital signatures
- Certificate security
- Adobe Policy Server encryption
- Password and certificate security policies

DOCUMENT REVIEW TECHNIQUES

- Initiating document reviews
- Reviewer tools
- Viewing comments and markups