



Duration : 1 days

Course Overview and Objectives

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:

Knowledge in working with Mac OS or Win



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Adobe Acrobat XI Basic Course Outline

Accessing PDF Documents

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

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

Navigating to a Specific Content in a PDF Document

- Perform a Search
- Manage Bookmarks
- Work with Links

Updating PDF Documents

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

Working with Multiple PDF Documents

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

Reviewing PDF Documents

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

Validating PDF Documents

- Sign a PDF Document Digitally
- Verify a Digital ID
- Lesson 8: Converting PDF Files
- Optimize PDF Files
- Convert PDF Files to Other Formats