



Adobe Acrobat X Pro: Level 1

Overview: Students will use Acrobat X Pro to create and manage PDF documents.

Prerequisites: Basic experience with computers and exposure to MS Office applications.

Course Length: One Day

Course Content

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
6C: Compare PDF Documents

Lesson 7: 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