

Adobe Acrobat Pro XI: Introduction

Length: 1 Day

Summary: This course introduces Adobe Acrobat Pro XI to the student. They will learn how to access information from a PDF, create and save documents, navigate the contents of document, and modify, review and convert in a PDF document.

COURSE CONTENT

1: ACCESSING PDF DOCUMENTS

- Open a PDF document
- Browse a PDF document

2: CREATING AND SAVING PDF DOCUMENTS

- Create and save a PDF document from an existing document
- Create a PDF document from a Web Page
- Combine multiple PDF documents

3: NAVIGATING CONTENT IN A PDF DOCUMENT

- Perform a search in a PDF document
- Search multiple PDF documents
- Work with Bookmarks
- Create links and buttons

4: MODIFYING PDF DOCUMENTS

- Manipulate PDF document pages
- Edit content in a PDF document
- Add page elements

5: REVIEWING PDF DOCUMENTS

- Add comments and markup
- Compare PDF documents
- Initiate and manage a review

6: CONVERTING PDF FILES

- Reduce the file size of a PDF document
- Optimize PDF files
- Convert and reuse PDF document content