



# ACROBAT: Adobe Acrobat Level 1

4.1.07

**Course Title:** ACROBAT: Adobe Acrobat Level 1

**Course Length:** 1 day

**Instructional Methodology:** Instructor-led, group-paced, classroom-delivery learning model with structured, hands-on activities

**Prerequisite:** Individuals should have experience using a personal computer and Windows XP. No prior knowledge or experience with Adobe Acrobat is necessary.

**Course Description:** This course teaches participants how to use Adobe Acrobat Standard to create, modify, and review PDF documents. Individuals will learn how to convert a variety of document types to PDF; edit, arrange, and extract pages; create and modify bookmarks; apply document security; initiate and manage a review; and apply digital signatures.

## Course Outline

### Getting Started

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

### Converting Documents to PDF

- Printing to PDF from any application
- Acrobat and Microsoft applications
- “Create PDF” commands

### Modifying PDF Documents

- Modifying document pages
- Modifying content
- Moving PDF content to other programs
- Password protection

### PDF Document Navigation Tools

- Bookmarks
- Working with links

### Ensuring PDF Print Quality

- Preflighting
- PDF/X Standards

### Document Review Techniques

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

### Interactive PDF forms

- Creating a form
- Form fields
- Testing a form