ADOBE ACROBAT XI PRO: LEVEL 1

Available Dates: **Jan 15, Feb 6, Mar 6, Apr 11, May 10, Jun 3**
Class Length: **1 day**
Cost: **$399**
Email Computer Visions about this class

Class Outline:

Course Description:

This course will teach students fundamental concepts and terminology, and the basic features of Adobe Acrobat XI Pro. Students will learn PDF basics and explore the Acrobat interface. They'll learn how to navigate and organize PDF documents. Students will learn how to create a PDF document from within Acrobat. They will also create PDF documents from within other applications, and create documents from Web pages. Students will learn to modify PDF content by rearranging, editing, and formatting existing text; and by adding headers, footers, watermarks, and backgrounds. They'll learn how to insert multimedia content, including audio, video, and flash files. They'll add bookmarks and links, and improve accessibility in a document. Students will learn to manage security issues by using password encryption and digital signatures. They'll explore document review techniques, including the use of comments, markups, and automated reviews, such as Page View Sharing and Collaborate Live.

Course outline:
Unit 1: Getting started
Topic A: The Acrobat environment
Topic B: Advanced navigation
Topic C: Finding text
Topic D: Setting preferences

Unit 2: Creating PDF documents
Topic A: Printing to PDF from any application
Topic B: Acrobat PDFMaker
Topic C: The Create PDF commands
Topic D: Saving to the Cloud

Unit 3: Editing text, images, and page elements
Topic A: Editing text and images
Topic B: Editing page design

Unit 4: Modifying PDF documents
Topic A: Moving document pages
Topic B: Inserting and manipulating pages
Topic C: Moving PDF content to other programs
Topic D: Optimizing PDF file size

Unit 5: Document navigation tools
Topic A: Working with bookmarks
Topic B: Working with links

Unit 6: Document security
Topic A: Password protection
Topic B: Digital signatures
Topic C: Encryption certification and security envelopes
Topic D: Electronic Signatures

Unit 7: Document review techniques
Topic A: Document reviews
Topic B: Managing comments and markups
Topic C: Shared Reviews