



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Acrobat Level 1

Duration: 1 Day

Objectives: Students will learn the basic skills necessary to begin using Acrobat. They will design and create PDF Documents, add navigation and work with multiple PDF Documents.

Prerequisites: A basic understanding of using PC's, a keyboard and a mouse, plus knowledge of Microsoft Windows is required, gained either by previous experience or by attendance on a "Microsoft Windows User Introduction" course.

Access Information in PDF Documentation

- Browse a PDF Document
- Navigate to Specific Content
- Conduct a Simple Search

Create PDF Documents

- Create a PDF Document from Word
- Create a PDF Document Using Print
- Create a PDF Document from Web Pages
- Create a PDF Document Using Acrobat

Modifying PDF Documents

- Manipulate PDF Documents Pages
- Edit Text in a PDF
- Add Headers and Footers
- Customise Page Numbering

Adding PDF Navigation

- Use Bookmarks
- Create and Modify Links
- Format a Story as an Article

Working with Multiple PDF Documents

- Organise PDFs into a Collection
- Control Access to Multiple PDF Documents
- Search Multiple PDF Documents

Initiating and Participating in PDF Review

- Choose a Collaboration Workflow
- Add Review Tools to a PDF Document
- Digitally Sign a PDF Document
- Markup a PDF Document
- Compile and View Comments