



CORPORATE & CAREER TRAINING

ACROBAT FUNDAMENTALS – VERSION X

TRAINING OUTLINE

I. GETTING STARTED

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

II. CONVERTING DOCUMENTS TO PDF

- Printing to PDF from any application
- Acrobat PDFMaker
- The create PDF commands

III. MODIFYING PDF DOCUMENTS

- Modifying document pages
- Modifying content
- Moving PDF content to other programs
- Optimizing PDF file size

IV. DOCUMENT NAVIGATION TOOLS

- Bookmarks
- Working with links

V. PDF ACCESSIBILITY

- Accessible documents
- Accessibility in the Acrobat environment

VI. DOCUMENT SECURITY

- Password protection
- Digital signatures
- Encryption certification and security envelopes
- Adobe LifeCycle Policy Server encryption
- Password and certificate security policies

VII. DOCUMENT REVIEW TECHNIQUES

- Document reviews
- Reviewer tools
- Manipulate comments and markups