



Adobe Acrobat Pro

Level 1: Modifying Documents

1 Day Course

Training at Your Office

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COURSE DESCRIPTION

By taking advantage of the functionality and features available in Acrobat, you will ensure the integrity of your electronic documents regardless of who views them, on what devices, or with what operating systems. And that will give you the confidence and peace of mind that comes with knowing that what you meant to communicate is what your document recipients will see.

In this course, you will create and work with PDF documents. You will:

- Access information in a PDF document.
- Create and save PDF documents.
- Navigate content in a PDF document.
- Modify PDF documents.
- Review PDF documents.
- Convert PDF documents.

Course Prerequisite: familiarity with computer basics.

COURSE TOPICS

Lesson 1: Accessing PDF Documents

Open a PDF Document
Browse a PDF Document

Lesson 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

Lesson 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

Lesson 4: Modifying PDF Documents

Manipulate PDF Document Pages
Edit Content in a PDF Document
Add Page Elements

Lesson 5: Reviewing PDF Documents

Add Comments and Markup
Compare PDF Documents
Initiate and Manage a Review
Digitally Sign PDF Documents

Lesson 6: Converting PDF Files

Reduce the File Size of a PDF Document
Optimize PDF Files
Convert and Reuse PDF Document Content

Appendix A: Acrobat Pro DC on Touchscreen Devices



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Adobe Acrobat Pro

Level 2: Building Documents

1 Day Course

Training at Your Office

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COURSE DESCRIPTION

In this course, you will use Acrobat to convert technical documents to PDF files, enhance PDF documents, create interactive PDF forms, and prepare PDF files for commercial printing. You will:

- Customize the Acrobat Pro DC workspace.
- Create PDFs from technical documents.
- Enhance PDF documents.
- Create interactive PDF forms.
- Finalize PDF files for commercial printing.

Course Prerequisite: knowledge of Acrobat Level 1 topics.

COURSE TOPICS

Lesson 1: Customizing the Acrobat Pro DC Workspace

Customize the Toolbars
Create Custom Tool Sets

Lesson 2: Creating PDFs from Technical Documents

Create PDF Documents by Using Autodesk AutoCAD
Measure Technical Drawings

Lesson 3: Enhancing PDF Documents

Embed Multimedia
Enhance PDF Document Accessibility
Use Actions
Manage the Security of PDF Documents

Lesson 4: Creating Interactive PDF Forms

Create a PDF Form
Compile and Manage PDF Form Data

Lesson 5: Finalizing PDF Files for Commercial Printing

Apply Color Management Settings
Preview Printed Effects
Perform Preflight on a PDF Document
Create PDF/X, PDF/A, and PDF/E Compliant Files
Create a Composite and Color Separations
Export a PDF Document to Other Formats



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