



Adobe Acrobat Pro

Level 1: Modifying Documents

1 Day Course

Training at Your Office

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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