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ADOBE ACROBAT 8.0: LEVEL 1

Course Description: You may have used different applications to create documents and files for your own reference. However, you may now be required to share your files electronically by email, over a network, or on the web, so that recipients can view, print, and offer feedback. In this course, you will use Adobe® Acrobat® 8.0 to make your information more portable, accessible, and useful to meet the needs of your target audience.

Course Objective: You will use Adobe® Acrobat® 8.0 Professional to create, manage, and collaborate PDF documents.

Course Content

Lesson 1: Accessing Information in PDF Documents

- Topic 1A: Browse a PDF Document
- Topic 1B: Navigate to Specific Content Within a PDF Document
- Topic 1C: Conduct a Simple Search
- Topic 1D: Extract Content from a PDF Document

Lesson 2: Creating PDF Documents

- Topic 2A: Create a PDF Document from a Word Document
- Topic 2B: Create PDF Documents Using the Print Command
- Topic 2C: Create PDF Documents from Web Pages
- Topic 2D: Create a PDF Document Using Acrobat
- Topic 2E: Create PDF Documents Using Email Applications

Lesson 3: Modifying PDF Documents

- Topic 3A: Manipulate PDF Document Pages
- Topic 3B: Edit Content in a PDF
- Topic 3C: Add Headers and Footers

Lesson 4: Adding PDF Navigation

- Topic 4A: Use Bookmarks
- Topic 4B: Work with Links
- Topic 4C: Define Articles

Lesson 5: Working with Multiple PDF Documents

- Topic 5A: Organize PDFs into a Collection
- Topic 5B: Control Access to Multiple PDF Documents
- Topic 5C: Search Multiple PDF Documents

Lesson 6: Reviewing a PDF Document

- Topic 6A: Choose a Collaboration Workflow
- Topic 6B: Add Review Tools to a PDF Document
- Topic 6C: Digitally Sign a PDF Document
- Topic 6D: Verify a Digital ID
- Topic 6E: Markup a PDF Document
- Topic 6F: Initiate a Meeting with Adobe Acrobat Connect