



Adobe Acrobat Level 1

Taught on the current Adobe Cloud Version

Course Length: 1 Day

Course Delivery: Traditional Classroom · Online Live · On Demand

Overview

This course will teach students fundamental concepts and terminology, as well as the basic features of Adobe Acrobat Pro. Students will learn how to create PDF documents, edit text, and modify images. They'll also move pages, optimize file size, work with bookmarks, add links, and manage security issues by using password encryption, digital signatures, and electronic signatures. They'll explore document review techniques, including the use of comments, markups, and shared reviews.

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Unit 1: Getting started

Topic A: The Acrobat environment

Topic B: Advanced navigation

Topic C: Finding text

Topic D: Setting preferences

Unit 2: Creating PDF documents

Topic A: Printing to PDF from any application

Topic B: Acrobat PDFMaker

Topic C: The Create PDF commands

Topic D: Saving to the Cloud

Unit 3: Editing text, images, and page elements

Topic A: Editing text and images

Topic B: Editing page design

Unit 4: Modifying PDF documents

Topic A: Moving document pages

Topic B: Inserting and manipulating pages

Topic C: Moving PDF content to other programs

Topic D: Optimizing PDF file size

Unit 5: Document navigation tools

Topic A: Working with bookmarks

Topic B: Working with links

Unit 6: Document security



Topic A: Password protection
Topic B: Digital signatures
Topic C: Encryption certification and security envelopes
Topic D: Electronic Signatures

Unit 7: Document review techniques
Topic A: Document reviews
Topic B: Managing comments and markups
Topic C: Shared Reviews

To register or for more information call
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