



Acrobat X Professional Introduction

Acrobat XI Basics will teach students fundamental concepts and terminology, as well as the basic features of Adobe Acrobat XI. 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.

Getting started

- The Acrobat environment
- Advanced navigation
- Finding text
- Setting preferences

Creating PDF documents

- Printing to PDF from any application
- Acrobat PDFMaker
- The Create PDF commands
- Saving to the Cloud

Editing text, images, and page elements

- Editing text and images
- Editing page design

Modifying PDF documents

- Moving document pages
- Inserting and manipulating pages
- Moving PDF content to other programs
- Optimizing PDF file size

Document navigation tools

- Working with bookmarks
- Working with links

Document security

- Password protection
- Digital signatures
- Encryption certification and security envelopes
- Electronic Signatures

Document review techniques

- Document reviews
- Managing comments and markups
- Shared Reviews