



Course Content

Course Description:

Our Adobe Acrobat XI class is the most thorough and comprehensive way for creative professionals and business users to learn how to reliably create, edit, and sign PDF documents and forms with Adobe Acrobat XI. This cross-platform (Mac and Windows) class shows you how to collaborate effectively through electronic reviews, easily share your work across multiple platforms and devices, and speed up your production and business task workflow with Acrobat XI.

In this new version you'll learn how to use an integrated Acrobat toolbar (for popular Microsoft and browser apps) so you can easily convert files to PDF and then learn how to directly edit text and images in your PDFs. You'll also learn how to build PDF or web forms with the new built-in Adobe FormsCentral desktop app. We'll show you how to speed up your business workflow by gathering feedback and approval via online document reviews. And you'll learn how to create interactive forms and track responses within Acrobat, how to add signatures and security to your PDF files, and much more.

Prerequisites

You should have a good working knowledge of your computer and its operating system. Make sure that you know how to use the mouse and standard menus and commands, and also how to open, save, and close files, and navigate to other folders

Topics:

LESSON 1 INTRODUCING ADOBE ACROBAT XI

- About PDF
- About Adobe Acrobat
- About Adobe Reader
- Using PDF on the web
- Adding Adobe Reader installers
- Opening a PDF file
- Working with the toolbars
- Working with task panes
- Same tools, different locations
- Panels in the Tools panes
- Using keyboard shortcuts to select tools
- Navigating PDF documents
- Viewing PDF presentations in Full Screen mode
- Viewing PDF files in Read mode
- Designing documents for online viewing
- Setting Acrobat preferences for web browsing
- Customizing the Quick Tools toolbar
- Creating a custom tool set
- Getting help

LESSON 2 – CREATING ADOBE PDF FILES

- About creating Adobe PDF files
- Using the Create command
- Dragging and dropping files
- Creating Adobe PDFs from
- Microsoft Office files (Mac OS)
- Converting different types of files
- Inserting a blank page
- Using PDFMaker
- PDFMaker options
- Using the Print command to create Adobe PDF files
- Adobe PDF presets
- Reducing file size
- Optimizing PDF files (Acrobat Pro only)
- Creating files from the clipboard
- Scanning a paper document
- Making scanned text editable and searchable
- Converting email messages to PDF (Windows)
- Converting web pages to Adobe PDF
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LESSON 3 – READING AND WORKING WITH PDF FILES

- Changing the opening view
- About the onscreen display
- Reading PDF documents
- Searching PDF documents
- Printing PDF documents
- Printing booklets
- Filling out PDF forms
- About flexibility, accessibility, and structure
- Working with accessible documents
- Making files flexible and accessible (Acrobat Pro only)
- About tags
- Using Acrobat accessibility features (Standard and Pro)
- Sharing PDF files

LESSON 4 – ENHANCING PDF DOCUMENTS

- Examining the work file
- Moving pages with page thumbnails
- Manipulating pages
- Renumbering pages
- Managing links
- Applying Bates numbering
- Working with bookmarks
- Naming bookmarks automatically
- Adding multimedia files
- Setting document properties and metadata
- Setting up presentations

LESSON 5 – EDITING CONTENT IN PDF FILES

- Editing text
- Redacting text (Acrobat Pro only)
- Working with images in a PDF file
- Copying text and images from a PDF file
- Exporting PDF content to a PowerPoint presentation
- Saving PDF files as Word documents
- Extracting PDF tables as Excel spreadsheets

LESSON 6 - USING ADOBE ACROBAT WITH MICROSOFT OFFICE FILES (WINDOWS)

- About Acrobat PDFMaker
- Converting Microsoft Word files to Adobe PDF
- Creating Adobe PDF files from Word
- Mail-merge templates
- Converting Excel documents and starting a review
- Converting PowerPoint presentations
- Converting web pages from Internet Explorer

LESSON 7 - COMBINING FILES

- About combining files
- Selecting files to combine
- Arranging pages
- Merging the files
- Creating a PDF Portfolio (Acrobat Pro)

LESSON 8 - ADDING SIGNATURES AND SECURITY

- Viewing documents in Protected Mode (Windows only)
- About security
- Viewing security settings
- Adding security to PDF files
- About digital signatures
- Creating digital signatures
- Signing in Preview mode
- Sharing certificates with others
- Signing a document digitally
- Modifying signed documents
- Using Adobe EchoSign
- Certifying PDF files
- Signing certified documents
- Securing PDFs in FIPS mode (Windows)



LESSON 9 - USING ADOBE ACROBAT IN A REVIEW CYCLE

- About the review process
- Adding comments to a PDF document
- Commenting in Adobe Reader
- Working with comments
- Summarizing comments
- Initiating a shared review
- About Acrobat.com
- Starting an email-based review
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LESSON 10 - WORKING WITH FORMS IN ADOBE ACROBAT

- Converting PDF files to interactive PDF forms
- Adding form fields
- Specifying an answer format
- Types of form fields
- Distributing forms
- Tracking forms
- Options for distributing forms
- Collecting form data
- Working with form data

LESSON 11 - USING FORMSCENTRAL (ADOBE ACROBAT PRO)

- About FormsCentral
- Creating a form from a template
- Distributing a form
- Tracking a form
- Sharing form responses
- Creating a form from scratch
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