

Adobe® Acrobat® X Pro Level 1

Course Length: 1-day (8:30am – 4:30pm)

Course Cost: \$305+ GST

Course Description

You may have used different applications to create documents 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® 9.0 to make your information more portable, accessible, and useful to meet the needs of your target audience.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- access information in a PDF document.
- create PDF documents.
- navigate to specific content in a PDF document.
- modify PDF documents.
- work with multiple PDF documents.
- review a PDF document.
- validate a PDF document

Course Content

Lesson 1: Open, Explore and Browse PDF Documents

Lesson 2: Creating PDF Documents

Create PDF Documents from a File, using the Print Command, from Web pages, using Email applications and using Acrobat

Lesson 3: Navigating to a Specific Content in a PDF Document

Perform a Search, manage bookmarks and work with links

Lesson 4: Updating PDF Documents

Manipulate, Edit content, add page elements and extract content from PDF Document Pages

Lesson 5: Working with Multiple PDF Documents

Control Access to and search Multiple PDF Documents

Lesson 6: Reviewing PDF Documents

Initiate, Review and Compare a PDF Document

Lesson 7: Validating PDF Documents

Sign and Verify a PDF Document Digitally

Lesson 8: Converting PDF Files

Optimize PDF Files and convert to other formats