

Adobe Acrobat

Topic

Unit 1: Getting started

- Identify the benefits of PDF and the components of the Acrobat environment, and navigate in a PDF document.
- Use bookmarks and links to navigate a PDF document.
- Use the Search PDF window and the Find toolbar to locate specific text in a PDF document.
- Use the Organizer window to open recent documents and to organize documents into collections.
- Use Acrobat's Help and How To features to find information on using Acrobat.
- Use the Preferences dialog box to specify Acrobat application preferences.

Unit 2: Converting documents to PDF

- Use the Adobe PDF printer to create a PDF document from any program's Print command.
- Create PDF documents from Microsoft applications by using PDFMaker.
- Create PDF documents from multiple files and from Web pages.

Unit 3: Modifying PDF documents

- Arrange, move, delete, and extract PDF document pages.
- Edit text, adds headers and footers, and number pages in a PDF document.
- Move PDF content into files created in other programs.
- Use the PDF Optimizer to reduce PDF file size.

Unit 4: PDF document navigation tools

- Insert, modify, arrange, and format bookmarks.
- Create and format text links.

Unit 4: Document security

- Secure a PDF document by applying a password that is required to open the document.
- Create and export digital IDs, digitally sign PDF documents, and validate signatures.

Duration: 24 HRS.