Adobe Acrobat XI Pro

Modality: On Demand

Duration: 2 Hours

About this Course:

In this online training series, you will learn about the tools used to help you create and share PDF documents. Learn the basics of the PDF interface, toolbars, and task panes. This course will also show you how to convert documents to PDF, work with the Adobe ribbon in Office, add and track comments using the Comments pane, create forms, track form data, and use Forms Central.

Audience:

This course is intended for:

- Business users, Designers, Any one who wishes to get more out of Acrobat

Prerequisites:

- Acrobat intermediate level knowledge

Course Outline:

Getting Started

- What you will learn in this training
- Opening & closing a PDF document
- Becoming familiar with the interface
- Moving through pages
- Zooming in & out
- Working with the toolbars
- Working with the Task panes
- Customizing the Quick Tools toolbar
- Using the Zoom tools

Viewing Documents

- Choosing a page layout
- Viewing multiple documents
- Splitting the view of a document
- Using the Read mode
- Using bookmarks

- Using the pages thumbnails

Creating PDF Files

- Printing to a PDF file
- Determining settings for Microsoft Office files
- Creating a PDF from an Office document
- Converting images to PDF
- Converting Web pages to PDF
- Converting email messages to PDF
- Merging PDF files
- Scanning to PDF
- Making scanned text editable
- Using PDF Maker
- Using mail merge from PDF to email

Working with Pages

- Inserting pages
- Rotating pages
- Rearranging and renumbering pages
- Extracting pages
- Cropping pages

Text & Graphics

- Editing links
- Changing text properties
- Modifying objects and images
- Adding headers & footers
- Changing the background
- Copying text from PDF files
- Copying images from PDF files

Navigation Features

- Adding bookmarks
- Changing the bookmark destination
- Creating bookmarks automatically
- Moving and deleting bookmarks

- Creating automatic Web links
- Creating links
- Modifying links

Multimedia

- Adding a movie to a document
- Repositioning, resizing, and deleting content
- Adding Flash content

Working with Comments

- Using the Comments pane
- Adding sticky notes
- Adding text box comments
- Adding callout comments
- Highlighting text
- Marking text edits
- Replying to comments
- Marking comments
- Comparing different versions of files
- Initiating a shared review
- Participating in a shared review
- Tracking review comments
- Enabling comments and form data for Acrobat Reader

Forms

- Converting PDF files to interactive PDF forms
- Creating a text field
- Setting the appearance of text fields
- Creating radio buttons
- Creating a check box field
- Creating a digital signature field
- Creating a list box field
- Creating a calculation field
- Creating an action button
- Distributing forms
- Filling out PDF forms
- Tracking forms
- Filtering form data
- Exporting form data

FormsCentral

- Using FormsCentral
- Creating a new form
- Creating a form from a template

Customizing & Output

- Printing a PDF file
- Setting document properties and metadata
- Reducing the file size
- Emailing a PDF file
- Making files accessible
- Exporting a PDF to an Office file
- Signing documents electronically
- Adding security to PDF files
- Converting PDF files to PowerPoint presentations