

Acrobat 8.0 Level 1

Course Description: In this course, you will use Adobe® Acrobat® 8.0 to make your information more portable, accessible, and useful to meet the needs of your target audience.

Course Objective: You will use Adobe® Acrobat® 8.0 Professional to create, manage, and collaborate PDF documents.

Prerequisites: Minimal experience with computers and common Microsoft applications, such as word processing, spreadsheet, and web browser applications.

Course Length: 1-day

Performance-Based Objectives:

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

- access information in a PDF document.
- create PDF documents.
- modify PDF documents.
- add PDF navigation aids.
- work with multiple PDF documents.
- review PDF documents.

Course Content

Lesson 1: Accessing Information in PDF Documents

Browse a PDF Document
Navigate to Specific Content Within a PDF Document
Conduct a Simple Search
Extract Content from a PDF Document

Lesson 2: Creating PDF Documents

Create a PDF Document from a Word Document
Create PDF Documents Using the Print Command
Create PDF Documents from Web Pages
Create a PDF Document Using Acrobat
Create PDF Documents Using Email Applications

Lesson 3: Modifying PDF Documents

Manipulate PDF Document Pages
Edit Content in a PDF
Add Headers and Footers
Customize Page Numbering

Lesson 4: Adding PDF Navigation

Use Bookmarks
Work with Links
Define Articles

Lesson 5: Working with Multiple PDF Documents

Organize PDFs into a Collection
Control Access to Multiple PDF Documents
Search Multiple PDF Documents

Lesson 6: Reviewing a PDF Document

Choose a Collaboration Workflow
Add Review Tools to a PDF Document
Digitally Sign a PDF Document
Markup a PDF Document
Initiate a Meeting with Acrobat Connect
Compile Comments from Multiple Reviewers

Appendix A: Adobe Certified Expert (ACE) Program®

Appendix B: Implementing a PDF Document Review

Supplemental Lesson: Implementing Managed Reviews