



Adobe® Acrobat® XI Pro: Level 1

Training Course Content

Course Objective: In this course, you will create and work with PDF documents. You will:

- Access information in a PDF document.
- Create and save PDF documents.
- Navigate content in a PDF document.
- Modify PDF documents.
- Review PDF documents.
- Convert PDF documents.

Prerequisites: To ensure your success in this course, you should have basic experience with computers and exposure to Windows, as well as common productivity tools such as Microsoft® Office Word and Microsoft® Office PowerPoint®.

Lesson 1: Accessing PDF Documents

Topic 1A: Open a PDF Document
Topic 1B: Browse a PDF Document

Lesson 2: Creating and Saving PDF Documents

Topic 2A: Create and Save a PDF Document from an Existing Document
Topic 2B: Create a PDF Document from a Web Page
Topic 2C: Combine Multiple PDF Documents

Lesson 3: Navigating Content in a PDF Document

Topic 3A: Perform a Search in a PDF Document
Topic 3B: Search Multiple PDF Documents
Topic 3C: Work with Bookmarks
Topic 3D: Create Links and Buttons

Lesson 4: Modifying PDF Documents

Topic 4A: Manipulate PDF Document Pages
Topic 4B: Edit Content in a PDF Document
Topic 4C: Add Page Elements

Lesson 5: Reviewing PDF Documents

Topic 5A: Add Comments and Markup
Topic 5B: Compare PDF Documents
Topic 5C: Initiate and Manage a Review

Lesson 6: Converting PDF Files

Topic 6A: Reduce the File Size of a PDF Document
Topic 6B: Optimize PDF Files
Topic 6C: Create a Composite and Color Separations



Adobe® Acrobat® XI Pro: Level 2

Training Course Content

Course Objective: Students will use Adobe Acrobat XI Pro to convert technical documents to PDF files, enhance PDF documents, create interactive PDF forms, and prepare and PDF files for commercial printing.

Prerequisites: To ensure your success in your course you should be comfortable using the basic features of Acrobat® XI Pro. Additionally, you should be proficient in using the Windows operating system to perform work-related computing tasks. You can obtain this level of skill and knowledge by taking Adobe® Acrobat® XI Pro: Level 1.

Lesson 1: Customizing the Acrobat XI Pro Workspace

Topic 1A: Customize the Toolbars
Topic 1B: Customize the Tool Sets

Lesson 2: Creating PDFs from Technical Documents

Topic 2A: Create PDF Documents Using Autodesk AutoCAD
Topic 2B: Measure Technical Drawings

Lesson 3: Enhancing PDF Documents

Topic 3A: Embed Multimedia
Topic 3B: Enhance PDF Document Accessibility

Lesson 4: Securing PDF Documents

Topic 4A: Manage the Security of PDF Documents
Topic 4B: Validate PDF Documents

Lesson 5: Creating Interactive PDF Forms

Topic 5A: Create a PDF Form
Topic 5B: Compile and Manage PDF Form Data

Lesson 6: Finalizing PDF Files for Commercial Printing

Topic 6A: Apply Color Management Settings
Topic 6B: Preview Printed Effects
Topic 6C: Perform Preflight on a PDF Document
Topic 6D: Create PDF/X, PDF/A, and PDF/E Compliant Files
Topic 6E: Perform Preflight on a PDF Document