

# Adobe® Acrobat® 8.0: Level 1

## Course Specifications

Course length: 1.0 day(s)

## Course Description

You may have used different applications to create documents and files 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® 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 Content

### Lesson 1: Accessing Information in PDF Documents

- Topic 1A: Browse a PDF Document
- Topic 1B: Navigate to Specific Content Within a PDF Document
- Topic 1C: Conduct a Simple Search
- Topic 1D: Extract Content from a PDF Document

### Lesson 2: Creating PDF Documents

- Topic 2A: Create a PDF Document from a Word Document
- Topic 2B: Create PDF Documents Using the Print Command
- Topic 2C: Create PDF Documents from Web Pages
- Topic 2D: Create a PDF Document Using Acrobat
- Topic 2E: Create PDF Documents Using Email Applications

### Lesson 3: Modifying PDF Documents

- Topic 3A: Manipulate PDF Document Pages
- Topic 3B: Edit Content in a PDF
- Topic 3C: Add Headers and Footers
- Topic 3D: Customize Page Numbering

### Lesson 4: Adding PDF Navigation

- Topic 4A: Use Bookmarks
- Topic 4B: Work with Links
- Topic 4C: Define Articles

### Lesson 5: Working with Multiple PDF Documents

- Topic 5A: Organize PDFs into a Collection
- Topic 5B: Control Access to Multiple PDF Documents
- Topic 5C: Search Multiple PDF Documents

### Lesson 6: Reviewing a PDF Document

- Topic 6A: Choose a Collaboration Workflow
- Topic 6B: Add Review Tools to a PDF Document
- Topic 6C: Digitally Sign a PDF Document
- Topic 6D: Markup a PDF Document
- Topic 6E: Initiate a Meeting with Acrobat Connect
- Topic 6F: Compile Comments from Multiple Reviewers

*Are you a pencil pusher trapped in a computer?*

*We can help!*

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