



Introduction to Acrobat 11 Basics Course Overview

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Course Duration:

3.5 Hours / 0.5 Day

1 Introducing Adobe Acrobat XI

- About PDF
- About Adobe Acrobat
- About Adobe Reader
- Using PDF on the web
- Opening a PDF file
- Working with the toolbars
- Working with task panes
- Using keyboard shortcuts to select tools
- Navigating PDF documents
- Viewing PDF presentations in Full Screen mode
- Viewing PDF files in Read mode
- Customizing the Quick Tools toolbar
- Creating a custom tool set

2 Creating Adobe PDF Files

- About creating Adobe PDF files
- Using the Create command
- Dragging and dropping files
- Converting different types of files
- Using PDFMaker
- Using the Print command to create Adobe PDF files
- Reducing file size
- Converting web pages to Adobe PDF

3 Reading and Working with PDF Files

- Changing the opening view

- About the onscreen display
- Reading PDF documents
- Searching PDF documents
- Printing PDF documents
- Filling out PDF forms

4 Using Acrobat with Microsoft Office Files (Windows)

- Getting started
- About Acrobat PDFMaker
- Converting Microsoft Word files to Adobe PDF
- Converting Excel documents and starting a review
- Converting PowerPoint presentations
- Converting web pages from Internet Explorer

5 Saving and exporting PDFs

- Saving PDFs
- Exporting PDFs to other file formats
- Reusing PDF content