



Mastering Acrobat 11 Professional Course Overview

Mastering Acrobat 11 Professional

Course Duration:

7 Hours / 1 Day

1 Creating Adobe PDF Files

- Convert a file to PDF
- Drag and drop to create PDFs
- Convert clipboard content to PDF
- Create a PDF from a blank page
- Create multiple PDFs from multiple files (Acrobat Pro)
- Correct OCR text in PDFs
- Enable Fast Web View in a PDF
- About Acrobat PDFMaker
- Convert a file to PDF using PDFMaker
- View PDFMaker conversion settings
- Convert Microsoft Word, PowerPoint, and Excel files to PDF
- Convert email messages to PDFs
- Set up automatic email archiving
- Create PDFs from Word mail merges
- PDFs from Microsoft Project (Acrobat Pro)
- Convert Visio files to PDF (Acrobat Pro)

2 Editing PDF

- Edit text in a PDF

- Add to a numbered or bulleted list
- Add new text to a PDF
- Add text to flat forms or when signing (Typewriter tool)
- Move, rotate, or resize a text box
- Place an image or object into a PDF
- Move or resize an image or object
- Rotate, flip, crop (clip), or replace an image
- Move an image or object in front or behind other elements
- Edit an image outside of Acrobat
- About bookmarks
- Create a bookmark
- Edit a bookmark
- Create a bookmark hierarchy
- Add tagged bookmarks

3 Enhancing PDF Documents

- Examining the work file
- Moving pages with page thumbnails
- Manipulating pages
- Renumbering pages
- Managing links
- Setting document properties and metadata

4 Combining Files

- About combining files
- Selecting files to combine
- Arranging pages
- Merging the files

5 Commenting

- Mark up text with edits
- Commenting in PDFs

6 Printing

- Basic PDF printing tasks

- Print a booklet
- Print PDFs in a PDF Portfolio

7 Using Acrobat in a Review Cycle

- About the review process
- Getting started
- Adding comments to a PDF document
- Working with comments
- Initiating a shared review

8 Creating Forms in Acrobat

- Getting started
- Converting PDF files to interactive PDF forms
- Adding form fields
- Distributing forms
- Collecting form data
- Working with form data

9 Working with PDF Form

- Create a form from an existing document
- Enable Reader users to save form data

10 Adding security

- Password security and restricting printing, editing, and copying
- Add a password to a PDF
- Restrict editing of a PDF
- Restrict printing, editing, and copying
- Remove password security