

## Customised IT and Soft Skills training to suit your needs

### Adobe Acrobat XI Introduction Training Course

#### Audience

This course is designed for new users of Acrobat XI, or those that have been self-taught.

#### Course Prerequisite

The user is not required to have prior experience of Acrobat

#### Course Duration

This is a 2 day Acrobat XI Introduction Course. The course starts at 09:30 and runs until 16:30

#### Course Locations / Schedule

This course can be run Onsite, at our London training centre or any preferred location in the UK. The course is run on a date that suits you! We do not run public scheduled courses.

#### Getting Started

- The Acrobat environment
- Identifying the benefits of PDF documents
- Exploring the Acrobat environment
- Viewing and navigating a PDF document
- Advanced navigation
- Navigating with bookmarks
- Navigating with links
- Using split view
- Finding text
- Finding text by using the Find toolbar
- Finding text by using the Search PDF window
- Finding text by using OCR
- Organizing PDF documents
- Browsing recent PDF documents
- Organizing PDF files as a collection
- Getting help
- Finding information
- Setting preferences
- Inserting a watermark and background
- Synchronizing page numbering
- Moving PDF content to other programs
- Copying a graphic to another program
- Adding multimedia
- Adding a video file
- Optimizing PDF file size

#### Document Navigation Tools

- Working with bookmarks
- Working with links

#### PDF Accessibility

- Accessible documents
- Accessibility in the Acrobat environment
- Using the Accessibility Setup Assistant
- Setting reading preferences

#### Document Security

- Password protection
- Digital signatures
- Encryption certification and security envelopes
- Adobe LiveCycle Rights Management ES encryption
- Password and certificate security policies
- Creating a password security policy
- Applying a security policy

#### Creating PDF's

- Printing to PDF from any application
- Acrobat PDFMaker
- The Create PDF commands

#### Modifying PDF Documents

- Moving document pages
- Moving pages within a PDF document
- Moving pages between PDF documents
- Modifying content
- Editing PDF document text
- Formatting PDF document text
- Inserting headers and footers

## Document Review techniques

- Document reviews
- Reviewer tools
- Managing comments and markups



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