

## Acrobat 8: Level 1

1 Day

### 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.

### Objectives

You will use Adobe® Acrobat® 8.0 Professional to create, manage, and collaborate PDF documents.

#### Accessing Information in PDF Documents

- Browse a PDF Document
- Navigate to Specific Content Within a PDF Document
- Conduct a Simple Search
- Extract Content from a PDF Document

#### Creating PDF Documents

- Create a PDF Document from a Word Document
- Create PDF Documents Using the Print Command
- Create PDF Documents from Web Pages
- Create a PDF Document Using Acrobat
- Create PDF Documents Using Email Applications

#### Modifying PDF documents

- Manipulate PDF Document Pages
- Edit Content in a PDF
- Add Headers and Footers
- Customize Page Numbering

#### Adding PDF Navigation

- Use Bookmarks
- Work with Links
- Define Articles

#### Working with Multiple PDF Documents

- Organize PDFs into a Collection
- Control Access to Multiple PDF Documents
- Search Multiple PDF Documents

#### Reviewing a PDF Document

- Choose a Collaboration Workflow
- Add Review Tools to a PDF Document
- Digitally Sign a PDF Document
- Markup a PDF Document
- Initiate a Meeting with Acrobat Connect
- Compile Comments from Multiple Reviewers

#### Appendix A: Adobe Certified Expert (ACE) Program®

#### Appendix B: Implementing a PDF Document Review

#### Supplemental Lesson: Implementing Managed Reviews

- Initiate a Shared Review
- Initiate an Email-Based Review
- Initiate a Browser-Based Review
- Incorporating PDF Review Comments into a Word Document