

Adobe Acrobat XI Professional - Training Topics

Navigating the Work Area & Arranging Panels

- Streamlined User Interface
- Overview of Menu Bar, Toolbars, Navigation Pane & Task Panes
- Customizing Tools
- Viewing Documents
- Setting Preferences

Creating PDFs...

- PDFs with Navigation & Security from MS Office
- PDF Creation within Acrobat
- Inserting & Reordering Pages
- Adding Bookmarks
- Assembling Documents Automatically & Numbering Pages
- Capturing Web Pages
- Using Clipboard Images
- Creating PDF Portfolios

Editing & Repurposing PDF File Contents...

- Touching up text & images in PDF documents
- Using text in word processing or layout applications
- Exporting spreadsheet information to Excel
- Extracting images to use in other applications
- Inserting and Editing PDF pages

Document Security...

- Adding & removing security
- Using eEnvelopes
- Redacting Text - removing sensitive information

Using Actions

- Automating tasks in Acrobat

Optimizing Files...

- Reducing file size of PDF documents
- Using the PDF Optimizer

Attaching Files...

- Document-level attachments
- Page-level attachments

Collaboration & Review...

- Setting up an e-mail based or shared review
- Using the Commenting Tools
- Creating custom stamps
- Exporting, importing & filtering comments
- Summarizing comments
- Comparing documents

Searching PDFs

- Finding words
- Advanced search options

Manipulating PDFs...

- Cropping pages
- Sectioning documents
- Adding document links
- Adding hyperlinks
- Adding multimedia files
- Searching & Creating Searchable PDFs
- OCR Text from Scanned Documents
- Adding Watermarks

Creating Interactive PDF Forms...

- Creating text fields, check boxes, radio buttons, signature fields, list boxes and buttons
- Formatting form fields
- Creating calculating fields
- Using hidden fields
- Applying Actions
- Using Java script
- Exporting form data
- Replicating forms
- Enabling forms for Adobe Reader users

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