



## Adobe Acrobat XI

### Course Details

**Course Code:** INF541

**Duration:** 1 day

#### Notes:

- This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.
- Course content, prices, and availability are subject to change without notice.
- Terms and Conditions apply

#### Links:

- View this [course on our website](#)
- View the [course schedule](#)
- [Enquire about this course](#)

*Elements of this syllabus are subject to change.*

#### About this course

The skills and knowledge acquired in Adobe Acrobat Version XI are sufficient to be able to create and edit PDF's, use designer forms, collaborate with others and secure your documents.

#### Audience Profile

Adobe Acrobat Version XI is designed for users who are keen to extend their understanding and knowledge of the PDF generation software.

#### At Course Completion

After completing this course, students will be able to:

- start Acrobat, open a document, navigate and exit
- view and print PDFs
- create PDFs
- merge documents into a single PDF and create PDF portfolios
- modify PDF documents
- create and edit bookmarks
- create a variety of links
- create and work with PDF forms
- work with the Acrobat review and commenting features
- use the available tools to search for and find information within PDFs
- work confidently with some of the security options available in Acrobat

#### Prerequisites

Before attending this course, students must have:

Adobe Acrobat Version XI assumes some knowledge of the software. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

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### Getting Started

- Acrobat And PDFs
- Starting Acrobat
- The Acrobat Interface
- Opening A PDF File
- Using Menus
- Using Toolbars
- Using The Task Panes
- Using The Navigation Pane
- Exiting Acrobat

### Viewing And Printing PDFs

- Navigating PDFs
- Using Navigation Tools
- Changing Views
- Using The Zoom Tools
- Splitting Documents Into Multiple Views
- Working With Multiple Documents
- The Print Dialog Box
- Printing A PDF Document

### Creating PDFs

- Creating PDFs Using The PDF Printer Driver
- Acrobat PDFMaker
- Creating PDFs From Microsoft Office Files
- Creating PDFs From Windows Explorer
- Creating PDFs From Web Pages
- Creating A Postscript File
- Understanding Acrobat Distiller
- Creating PDFs Using Distiller
- Creating PDFs From A Single File
- Creating Multiple PDFs In A Batch
- Creating PDFs From Clipboard Content
- Creating PDFs From A Scanner
- Optimising A Scanned Document

### Combining Documents

- Merging Multiple Files Into A PDF
- Creating A PDF Portfolio
- Editing A Portfolio
- Customising A PDF Portfolio
- Editing Files In A Portfolio
- Working With Files In A PDF Portfolio
- Securing A PDF Portfolio

### Modifying PDFs

- Inserting And Deleting Pages
- Extracting Content
- Replacing Pages

- Cropping Pages
- Moving And Rotating Pages
- Renumbering Pages
- Adding Headers And Footers
- Adding Watermarks
- Adding Backgrounds
- Editing Text
- Adding Text
- Changing Text Format
- Placing Images
- Copying Content
- Reducing File Size
- Attaching Documents To A PDF
- Managing Attachments

### Bookmarks

- Creating Bookmarks In A Source Document
- Creating Bookmarks Manually
- Editing Bookmark Destinations
- Nesting Bookmarks
- Changing The Appearance Of Bookmarks
- Bookmarks Actions

### Links

- Creating Links
- Duplicating Links
- Editing Links
- Creating Destination Links
- Creating Links To Another PDF

### PDF Forms

- Understanding PDF Forms
- Starting A Form With The Form Wizard
- Editing Form Fields
- Adding Text Fields
- Changing Field Properties
- Numeric Fields
- Calculating Fields
- Adding Hidden Fields
- Adding Radio Buttons
- Adding Dropdown Lists
- Adding A Submit Button
- Creating Multiple Copies Of Fields
- Adding Reset And Cancel Buttons
- Testing Your Form
- Creating A Form From A Template
- Distributing Forms By Email
- Tracking Forms
- Returning A Completed Form
- Understanding The Form Responses File

**Working Collaboratively**

- Understanding Comments
- Adding Sticky Notes
- Using The Annotations Tools
- Adding Comments Using Drawing Tools
- Inserting Digital Identity Stamps
- Understanding The Acrobat Review Processes
- Initiating An Email Review
- Returning A Reviewed PDF
- Merging Review Comments
- Working With The Comments List Pane
- Managing Comments
- Summarising Comments

**Searching PDF Documents**

- Finding Words
- Searching Multiple PDFs
- Performing An Advanced Search

**Securing Your Documents**

- Understanding Document Security
- Adding A Document Open Password
- Changing Password Protection
- Adding Permissions Passwords
- Removing Password Protection
- Creating A Self-Signed Digital ID
- Certifying A PDF
- Digitally Signing A PDF
- Exporting A Digital ID Certificate
- Verifying A Digital Signature
- Encrypting For Certain IDs Using Certificates
- Creating A User Security Policy
- Applying A Security Policy
- Sending Files As A Secure Attachment