



## **Acrobat® 6.0: Professional for Engineering Professionals (Windows)**

Course length: 1.0 day(s)

### **Course Description**

**Course Objective:** You will create and modify PDF documents using Acrobat to organize and share your documents in a technical environment, as well as implement electronic document review workflows.

**Target Student:** The target students for this course are persons working in the engineering field who are responsible for creating and distributing technical documents. Students typically have experience using engineering design, management, and office productivity applications, such as CAD applications, project management software, [word processors](#) and spreadsheets, but probably do not have experience using Acrobat.

**Prerequisites:** Before taking this course, students should be familiar with the basic functions of their computer's [operating system](#). Students should also have basic word processing skills, such as copying and pasting text, formatting text, and so on.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### **Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- navigate through PDF documents to view the desired information.
- convert several types of documents to PDF.
- modify PDF documents by arranging pages, adding headers and footers, customizing page numbering, and running batch processes.
- add bookmarks, links, and articles to a PDF document to provide tools viewers can use to easily navigate the document.
- create interactive PDF forms with text fields, fields with predefined options, buttons, tables, and calculations.
- implement a document review workflow using Acrobat.

## **Course Content**

### **Lesson 1: Accessing Information in PDF Documents**

- Topic 1A: Browse Through a PDF Document
- Topic 1B: Navigate to Specific Content Within a PDF Document
- Topic 1C: Find and Edit Text
- Topic 1D: Export Content from a PDF Document
- Topic 1E: View and Measure Technical Drawing Content

### **Lesson 2: Creating PDF Documents**

- Topic 2A: Create PDF Documents Using the Print Command
- Topic 2B: Create PDF Documents from Microsoft Office Documents
- Topic 2C: Create PDF Documents from Visio Documents
- Topic 2D: Create a PDF Document from Multiple Files
- Topic 2E: Create PDF Documents from Autodesk AutoCAD Documents

### **Lesson 3: Modifying PDF Documents**

- Topic 3A: Arrange PDF Document Pages
- Topic 3B: Customize Page Numbering
- Topic 3C: Add Headers and Footers
- Topic 3D: Batch Process PDF Documents

### **Lesson 4: Adding PDF Navigation Aids**

- Topic 4A: Add Bookmarks
- Topic 4B: Add Text Links
- Topic 4C: Create Links to Named Destinations
- Topic 4D: Add Articles

### **Lesson 5: Creating Interactive PDF Forms**

- Topic 5A: Create Text Form Fields
- Topic 5B: Create Fields with Predefined Options
- Topic 5C: Create Tables and Calculations
- Topic 5D: Create Buttons

### **Lesson 6: Reviewing Documents**

- Topic 6A: Choose a Collaboration Workflow
- Topic 6B: Prepare a PDF Document for Review
- Topic 6C: Digitally Sign a Document
- Topic 6D: Add Comments and Markups to a PDF Document
- Topic 6E: Compile and View Document Comments from Multiple Reviewers

## **Appendix A: Implementing Email-based Reviews**