



Acrobat 7.0: Level 1 (Standard/Professional)

Course length: 1.0 day(s)

Certification: Adobe Certified Expert (ACE) Program®

Course Description

You have used a variety of different programs to create documents and files for your own use. However, you are required to share your files electronically by email frequently, over a network, and on the web, so that recipients can view, print, and offer feedback. In this course, you will use Adobe Acrobat 7® to make your information more portable, accessible, and useful to meet the needs of your target audience.

Course Objective: You will use Adobe Acrobat 7.0 to create navigation aids to a PDF document.

Target Student: This course is designed for anyone who will use a computer and Acrobat 7 Standard or Professional to work with PDF files.

Prerequisites: Minimal experience with computers and common office applications, such as word processing, spreadsheet, and web browser applications.

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:

- Access information in a PDF document.
- Create PDF documents.
- Modify PDF documents.
- Add PDF navigation aids.
- Work with multiple PDF documents.
- Review PDF documents.

Course Content

Lesson 1: Accessing Information in PDF Documents

- Topic 1A: Browse a PDF Document
- Topic 1B: Navigate to Specific Content Within a PDF Document
- Topic 1C: Conduct a Simple Search
- Topic 1D: Extract Content from a PDF Document

Lesson 2: Creating PDF Documents

- Topic 2A: Create a PDF Document from a Word Document
- Topic 2B: Create PDF Documents Using the Print Command
- Topic 2C: Create PDF Documents from Web Pages
- Topic 2D: Create a PDF Document Using Acrobat

Lesson 3: Modifying PDF Documents

- Topic 3A: Manipulate PDF Document Pages
- Topic 3B: Edit Text in a PDF
- Topic 3C: Add Headers and Footers
- Topic 3D: Customize Page Numbering

Lesson 4: Adding PDF Navigation

- Topic 4A: Use Bookmarks
- Topic 4B: Create and Modify Links
- Topic 4C: Format a Story as an Article

Lesson 5: Working with Multiple PDF Documents

- Topic 5A: Organize PDFs into a Collection
- Topic 5B: Control Access to Multiple PDF Documents
- Topic 5C: Search Multiple PDF Documents

Lesson 6: Initiating and Participating in a PDF Document Review

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

Appendix A: Adobe Certified Expert (ACE) Program®

Appendix B: Implementing a PDF Document Review

Supplemental Lesson Implementing a PDF Document Review

- Topic 1A: Implementing an Email-Based PDF Document Review
- Topic 1B: Implementing Browser-Based Reviews
- Topic 1C: Incorporating PDF Review Comments into a Word Document