

Adobe Professional Basics

Course Length: One Day

Prerequisites: Intro to PC's or basic computer knowledge.

Table of Contents

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: Conduct a Simple Search
- Topic 1D: Export Content from a PDF Document

Lesson 2: Creating PDF Documents

- Topic 2A: Create PDF Documents from Word Documents
- Topic 2B: Create PDF Documents Using the Print Command
- Topic 2C: Create a PDF Document from Multiple Files
- Topic 2D: Create PDF Documents from HTML Documents

Lesson 3: Modifying PDF Documents

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

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 Document Collections

- Topic 5A: Specify Access to Documents in a Collection
- Topic 5B: Search a Document Collection

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 Supplemental Lesson Reviewing Documents via Email

- Topic 1A: Initiate an Email-based Review
- Topic 1B: Participate in an Email-based Review

Appendix B: Implementing Browser-based Reviews Supplemental Lesson Reviewing Documents Using a Browser

- Topic 1A: Set Up a Browser-based Review
- Topic 1B: Participate in a Browser-based Review

Appendix C: Incorporating PDF Review Comments into Word XP

- Supplemental Topic Accept/Reject PDF Reviewer Comments Using Word XP

Performance-Based Objectives

Upon successful completion of this course, students will be able to navigate through PDF documents to view desired information. Convert several types of documents to PDF. Modify PDF documents by arranging pages, adding headers and footers, and customizing page numbering. Add bookmarks, links, and articles to a PDF document to provide tools viewers can use to easily navigate the document. Organize PDF documents into a document collection that can be navigated and searched as a unit. Implement a document review workflow using Acrobat.