

# ADOBE ACROBAT Level 1



**Computer Smart Training Centre**  
SOFTWARE TRAINING SPECIALISTS

**Learning Outcomes:** At the completion of Adobe Acrobat you should be able to: start Acrobat, open PDFs and have a basic understanding of the interface, create PDFs, select and edit content in a PDF, create forms, bookmark, links, and add security.

**Pre-Requisites:** Adobe Acrobat assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## **Getting Started**

- About Acrobat And PDF
- Starting Acrobat
- Opening A PDF File
- The Acrobat Interface
- Using Menus
- Using Toolbars
- Using The Navigation Pane
- Exiting Acrobat
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- Starting Acrobat
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## **Viewing And Printing PDFs**

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

## **Creating PDF Files In Acrobat**

- Creating A Simple PDF
- Creating A PDF From A Blank Page
- Creating A PDF From Multiple Files
- About PDF Packages
- Creating A PDF Package
- Creating PDFs From Web Pages
- Appending Linked Pages To Existing PDFs
- Creating PDFs From Clipboard Images
- Creating Attachments
- Managing Attachments
- Creating PDFs From Scans

## **Creating PDFs Outside**

- About PDF Maker
- About Office Programs
- Conversion Options
- Creating PDFs In Office
- Creating PDFs Using The PDF Printer Driver
- Creating PDFs From Windows Explorer
- Creating PDFs From Web Pages
- Using The Adobe PDF Explorer
- About Adobe Distiller Settings
- Creating A Postscript File In Word
- Creating PDFs Using Distiller
- About Adobe Distiller Settings

## **Working With PDF Pages**

- Modifying The Pages Panel
- Inserting And Deleting Pages
- Extracting Content
- Replacing Pages
- Cropping Pages
- Rotating Pages
- Editing A PDF Package
- Renumbering Pages
- Adding Headers And Footers
- Adding Watermarks
- Adding Backgrounds

## **Working With PDF Content**

- Editing Text
- Adding New Blocks Of Text
- Changing Text Properties
- Placing Images Or Objects
- Moving Text And Objects
- Copying Content To The Clipboard
- Selecting Tabular Content
- Adding Articles

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## **PDF Forms**

- About PDF Forms
- About Acrobat's Form Tools
- About Form Field Properties
- Adding Text Fields
- Creating Multiple Copies Of Fields
- Changing Field Properties
- Adding Numeric Fields
- Copying And Pasting Fields
- Adding Calculating Fields
- Adding Hidden Fields
- Adding Radio Buttons
- Adding Combo Boxes
- Adding A Submit Button
- Adding Reset And Cancel Buttons
- Testing Your Form
- Distributing Forms
- Managing Form Data

## **PDF Forms And Designer**

- Starting Adobe LiveCycle Designer
- About The Adobe LiveCycle Designer Window
- Setting Up And Using Drawing Aids
- Adding Fields
- Changing Field Properties
- Assignment – Adding Fields
- Creating Multiple Copies Of Fields
- Adding Borders, Lines And Shading
- Creating A Form From A Template

## **Adding Navigation Features**

- Creating Bookmarks In A Source Document
- Creating Bookmarks Manually
- Selecting Bookmarks
- Creating A Bookmark Hierarchy
- Changing Bookmark Appearance
- Creating Links In The Source Program
- Adding Links To A PDF
- Modifying Links
- Drawing Buttons
- Duplicating Buttons
- Creating Rollover Buttons
- Adding Multimedia

## **Searching PDF Documents**

- Finding Words
- Searching Multiple PDFs
- Performing An Advanced Search
- Preparing An Index
- Building An Index
- Searching Using An Index

## **Working Collaboratively**

- Accessing Commenting And Mark-up Tools
- About The Commenting Tools
- Adding Sticky Notes
- Modifying Notes' Appearances
- Adding Text Edit Comments
- Adding Drawing Tools' Comments
- Inserting Digital Identity Stamps
- About Acrobat's Managed Reviews