

Adobe Acrobat Pro Introduction	Adobe Acrobat Pro Level II
<p>Module 1 – Getting Starting in Adobe Acrobat</p> <ul style="list-style-type: none"> • Opening an Acrobat Document • The Acrobat Work Area • Toolbars and the Navigation Pane • Working with Panels • Viewing and Navigating PDF Documents • Creating PDF Documents <p>Module 2 – Creating PDF Documents</p> <ul style="list-style-type: none"> • Converting Files to PDF in Adobe Acrobat • Combining Multiple Files into One Document • Appending Documents • Creating PDF Documents from within Microsoft Office • Conversion Settings • Creating PDF Documents by Scanning • Understanding OCR • Saving Options <p>Module 3 – Navigating and Organizing</p> <ul style="list-style-type: none"> • Creating and Modifying Bookmarks • Organizing Bookmarks • Using the Pages Tab • Working with Thumbnails • Inserting and Deleting Pages • Changing Page Order • Creating Links • Using the Search Command <p>Module 4 – Commenting and Reviewing</p> <ul style="list-style-type: none"> • Displaying the Commenting and Reviewing Toolbar • Using Commenting Tools to Markup the Document • Creating a Digital Identity for use with Dynamic Stamps • Setting up an Email Review • Enabling Reader Rights • Replying to Comments • Using the Review Tracker • Managing Comments with the Comments Tab <p>Module 5 – The Finishing Touches</p> <ul style="list-style-type: none"> • Modifying PDF Documents • Formatting Text • Using the Typewriter Tool • Adding Headers, Footers, and Page Numbering • Printing Options 	<p>Module 1 - Creating Forms in Acrobat</p> <ul style="list-style-type: none"> • Designing Forms in Acrobat • Convert an Existing Form to a PDF Form • Modifying the Automatically Created Form Fields <p>Module 2 – Designing Your Own Form</p> <ul style="list-style-type: none"> • Starting a Blank Form • Using the Layout Grid • Adding Form Objects • Previewing the Form • Adding Text Fields • Creating a Comment Area • Creating Date Fields • Adding List Fields • Creating Check Boxes and Radio Buttons • Creating Submit, Reset, and Print Buttons <p>Module 3 - Streamlining Form Creation</p> <ul style="list-style-type: none"> • Making Multiple Copies of Form Fields • Modifying Form Field Options • Using Forms • Setting Tab Order • Creating Calculations <p>Module 4 – Form Distribution and Tracking</p> <ul style="list-style-type: none"> • Setting User Permissions • Enabling Reader Rights • Distributing Forms via Email • Using the Forms Tracker • Compiling Forms Data • Organizing Form Data in a Spreadsheet <p>Module 5 – Document Security</p> <ul style="list-style-type: none"> • About Document Security • Acrobat Password Security • Examine PDF Documents for Hidden Data • Digital Signatures • Using the Signatures Tab