

Acrobat X Pro: Basic

Topic-Level Outline

Days: 1

Prerequisites: *Windows 7: Basic* or equivalent experience

Unit 1: Getting started

Topic A: The Acrobat environment

Topic B: Advanced navigation

Topic C: Finding text

Topic D: Getting help

Topic E: Setting preferences

Unit 2: Creating PDF documents

Topic A: Printing to PDF from any application

Topic B: Acrobat PDFMaker

Topic C: The Create PDF commands

Unit 3: Modifying PDF documents

Topic A: Moving document pages

Topic B: Modifying content

Topic C: Moving PDF content to other programs

Topic D: Adding multimedia

Topic E: Optimizing PDF file size

Unit 4: Document navigation tools

Topic A: Working with bookmarks

Topic B: Working with links

Unit 5: PDF accessibility

Topic A: Accessible documents

Topic B: Accessibility in the Acrobat environment

Unit 6: Document security

Topic A: Password protection

Topic B: Digital signatures

Topic C: Encryption certification and security envelopes

Topic D: Adobe LiveCycle Rights Management ES encryption

Topic E: Password and certificate security policies

Unit 7: Document review techniques

Topic A: Document reviews

Topic B: Reviewer tools

Topic C: Managing comments and markups