

Course Name

Adobe Acrobat Level 1

Course Duration

One Day

Course Objectives

This course is for those with little or no experience using Adobe Acrobat, but who need to create and share PDF files and PDF Portfolios.

Course Content

- **Accessing PDF Documents**
 - Open PDF Documents
 - Explore the Adobe Acrobat Interface
 - Browse Through PDF Documents
- **Creating PDF Documents**
 - Create PDF Documents from a File
 - Create a PDF Document Using the Print Command
 - Create a PDF Document from Web Pages
 - Create a PDF Document Using Email Applications
 - Create a PDF Document Using Acrobat
- **Navigating to a Specific Content in a PDF Document**
 - Perform a Search
 - Manage Bookmarks
 - Work with Links
- **Updating PDF Documents**
 - Manipulate PDF Document Pages
 - Edit Content in a PDF Document
 - Add Page Elements
 - Extract Content from a PDF Document
- **Working with Multiple PDF Documents**
 - Control Access to Multiple PDF Documents
 - Search Multiple PDF Documents
- **Reviewing PDF Documents**
 - Initiate a Review
 - Review a PDF Document
 - Compare PDF Documents
- **Validating PDF Documents**
 - Sign a PDF Document Digitally
 - Verify a Digital ID
- **Converting PDF Files**
 - Optimize PDF Files
 - Convert PDF Files to Other Formats

Prerequisites

Basic experience with computers and exposure to Microsoft Office applications, such as Word and Excel.

Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **insighta.co.uk**