



BUILDING TRAINING SOLUTIONS  
FOR THE IT WORLD

**Number of Days:** 1  
**Format:** Instructor-Led  
**Class Code:** ACRX-1

**Recommended Course  
Sequence**

Knowledge of prerequisites  
noted below.

*Course content is subject to change  
without notice.*

**Course Description:**

This ILT Series course will teach students fundamental concepts and terminology, and the basic features of Adobe Acrobat X Pro. Students will learn PDF basics and explore the Acrobat interface. They'll learn how to navigate and organize PDF documents. Students will learn how to create a PDF document from within Acrobat. They will also create PDF documents from within other applications, and create documents from Web pages. Students will learn to modify PDF content by rearranging, editing, and formatting existing text; and by adding headers, footers, watermarks, and backgrounds. They'll learn how to insert multimedia content, including audio, video, and flash files. They'll add bookmarks and links, and improve accessibility in a document. Students will learn to manage security issues by using password encryption and digital signatures. They'll explore document review techniques, including the use of comments, markups, and automated reviews, such as Page View Sharing and Collaborate Live.

**Delivery Method:**

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

## Course Outline

<b>Unit 1: Getting started</b>	
	Topic A: The Acrobat environment
	Topic B: Advanced navigation
	Topic C: Finding text
	Topic D: Getting help
	Topic E: Setting preferences
<b>Unit 2: Creating PDF documents</b>	
	Topic A: Printing to PDF from any application
	Topic B: Acrobat PDFMaker
	Topic C: The Create PDF commands
<b>Unit 3: Modifying PDF documents</b>	
	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
<b>Unit 4: Document navigation tools</b>	
	Topic A: Working with bookmarks
	Topic B: Working with links
<b>Unit 5: PDF accessibility</b>	
	Topic A: Accessible documents
	Topic B: Accessibility in the Acrobat environment
<b>Unit 6: Document security</b>	

# Adobe Acrobat X – Level 1

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- 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