



A c r o b a t 7 . 0 P r o f e s s i o n a l

Days: 1

Prerequisites: *Microsoft Windows XP: Basic* or equivalent experience

Unit 1: Getting Started

Topic A: The Acrobat environment

Topic B: Advanced navigation

Topic C: Finding text

Topic D: Organizing PDF documents

Topic E: Getting help

Unit 2: Converting documents to PDF

Topic A: Printing to PDF from any application

Topic B: Acrobat and Microsoft applications

Topic C: The Create PDF commands

Unit 3: Modifying PDF documents

Topic A: Modifying document pages

Topic B: Modifying content

Topic C: Moving PDF content to other programs

Topic D: Password protection

Unit 4: PDF document navigation tools

Topic A: Bookmarks

Topic B: Working with links

Unit 5: Ensuring PDF print quality

Topic A: Preflighting

Topic B: PDF/X Standards

Unit 6: Document review techniques

Topic A: Initiating document reviews

Topic B: Reviewer tools

Topic C: Viewing comments and markups

Topic D: Digital signatures

Unit 7: Interactive PDF forms

Topic A: Creating a form

Topic B: Form fields

Topic C: Testing a form