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Learning Solutions



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Adobe® Acrobat® 8.0: Level 1 (Second Edition)

Course Specifications

Software: Adobe Acrobat 8.0 Professional
Course length: 1.0 day(s)
Certification: Adobe Certified Expert (ACE) Program®
Tuition: \$270

Course Description: You may have used different applications to create documents and files for your own reference. However, you may now be required to share your files electronically by email, over a network, or on the web, so that recipients can view, print, and offer feedback. In this course, you will use Adobe® Acrobat® 8.0 to make your information more portable, accessible, and useful to meet the needs of your target audience.

Course Objective: You will use Adobe® Acrobat® 8.0 Professional to create, manage, and collaborate PDF documents.

Target Student: This course is designed for anyone who will use a computer and Acrobat 8.0 Standard/Professional to work with PDF files.

Prerequisites: Minimal experience with computers and common Microsoft applications, such as word processing, spreadsheet, and web browser applications.

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

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- access information in a PDF document.
- create PDF documents.
- modify PDF documents.
- add PDF navigation aids.
- work with multiple PDF documents.
- review PDF documents.

Course Content

Lesson 1: Accessing Information in PDF Documents

Topic 1A: Browse a PDF Document
Topic 1B: Navigate to Specific Content Within a PDF Document
Topic 1C: Conduct a Simple Search
Topic 1D: Extract Content from a PDF Document

Lesson 2: Creating PDF Documents

Topic 2A: Create a PDF Document from a Word Document
Topic 2B: Create PDF Documents Using the Print Command
Topic 2C: Create PDF Documents from Web Pages
Topic 2D: Create a PDF Document Using Acrobat
Topic 2E: Create PDF Documents Using Email Applications

Lesson 3: Modifying PDF Documents

Topic 3A: Manipulate PDF Document Pages
Topic 3B: Edit Content in a PDF
Topic 3C: Add Headers and Footers

Lesson 4: Adding PDF Navigation

Topic 4A: Use Bookmarks
Topic 4B: Work with Links
Topic 4C: Define Articles

Lesson 5: Working with Multiple PDF Documents

Topic 5A: Organize PDFs into a Collection
Topic 5B: Control Access to Multiple PDF Documents
Topic 5C: Search Multiple PDF Documents

Lesson 6: Reviewing a PDF Document

Topic 6A: Choose a Collaboration Workflow
Topic 6B: Add Review Tools to a PDF Document
Topic 6C: Digitally Sign a PDF Document
Topic 6D: Verify a Digital ID
Topic 6E: Markup a PDF Document
Topic 6F: Initiate a Meeting with Adobe Acrobat Connect