






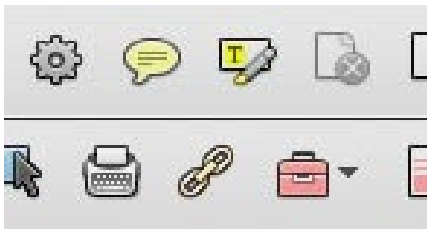
Acrobat Pro XI Course Outline

Steps:

-  1 Mark For Redaction
-  2 Confirmation
-  3 Apply Redactions

Streamline PDF tasks

Automate routine, multistep tasks as a guided Action with the Acrobat Action Wizard. Create, manage, execute, and share a sequence of frequently used steps that can be applied to a single PDF or batches of files.



Quick Tools

Quickly access the tools you use most — from your favorite PDF document editing tools to your most-often used comment and markup tools — by adding them to the Quick Tools area.

Acrobat XI Course Outline

Introduction to Acrobat XI

- About Adobe PDF and Acrobat
- A first look at the work area
- Viewing PDF presentations in Full Screen mode
- Viewing PDF files in Read mode
- Designing documents for different viewing conditions

Exploring the work area

- Navigating a PDF file
- Working with the toolbars
- Working with task panes
- Customizing the Quick Tools toolbar
- Using keyboard shortcuts to select tools

Creating Adobe PDF Files

- Using the Create command
- Dragging and dropping files
- Converting and combining different types of files
- Using PDFMaker
- Using the Print command to create Adobe PDF files
- Reducing file size
- Scanning a paper document
- Making scanned text editable and searchable
- Converting web pages to Adobe PDF

Reading and Working with PDF Files

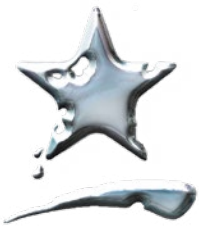
- Changing the opening view
- About the onscreen display
- Searching PDF documents
- Printing PDF documents
- Filling out PDF forms
- Sharing PDF files

Creating PDF files from design and office applications

- Converting Microsoft Word and InDesign files to Adobe PDF
- Starting a review.
- Converting presentations
- Saving PDF files as Word documents and images
- Extracting PDF tables

Enhancing and Editing PDF Documents

- Examining the PDF file
- Moving page thumbnails
- Editing Adobe PDF pages
- Renumbering pages
- Editing links
- Working with bookmarks



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- Adding multimedia files
- Editing text
- Copying text and images from a PDF file
- Setting document properties and metadata

Combining Files in PDF Portfolios

- Creating a PDF Portfolio
- Customizing your PDF Portfolio
- Sharing your PDF Portfolio
- Searching a PDF Portfolio

Adding signatures and security

- Viewing security settings
- Adding security to PDF files
- Creating digital signatures
- Signing a document digitally
- Certifying PDF files

Acrobat Review Cycles

- Adding comments to a PDF document
- Working with comments
- Initiating a shared review
- Initiating live collaboration

Working with forms in Acrobat

- Converting PDF files to interactive PDF forms
- Adding form fields
- Distributing forms
- Collecting form data
- Working with form data
- Calculating and validating numeric fields

Using Actions

- About actions
- Using predefined actions
- Creating an action

Using the legal features

- Legal features in Adobe Acrobat X
- About Bates numbering and redaction
- Assembling PDF documents

Using acrobat in professional printing

- Creating PDF files for print and prepress
- Preflighting files
- Working with transparency
- Setting up colour management
- Previewing your print job

Print Production



Preflight



Trap Presets

Printing preparation

Reduce errors and delays at the printer. Preview, preflight, correct, and prepare PDF files for high-end print production and digital publishing.