

# Adobe Acrobat Introduction

## OBJECTIVES

Create and manage PDF documents.

**Duration:** 1 Day

### 1. GETTING STARTED

- The Acrobat environment
- Advanced navigation
- Finding text
- Organizing PDF documents
- Getting help
- Setting preferences

### 2. CREATING PDF DOCUMENTS

- Printing to PDF from any application
- Acrobat PDFMaker
- The Create PDF commands

### 3. MODIFYING PDF DOCUMENTS

- Moving document pages
- Modifying content
- Moving PDF content to other programs
- Adding multimedia
- Optimizing PDF file size

### 4. DOCUMENT NAVIGATION TOOLS

- Working with bookmarks
- Working with links

### 5. PDF ACCESSIBILITY

- Accessible documents
- Accessibility in the Acrobat environment

### 6. DOCUMENT SECURITY

- Password protection
- Digital signatures
- Password and certificate security policies