ACROBAT XI

The Interface

- Getting started with Acrobat Pro
- Understanding the difference between Acrobat and Adobe Reader
- Understanding the interface
- Navigating PDF documents
- Customizing the toolbars
- Working with the navigation panels
- Using the zoom tools
- Understanding the window views
- Using the Organizer
- Auto-saving
- Using the Full Screen and Reading modes

Creating PDFs

- Creating a PDF from Word , Creating a PDF from Excel
- Creating a PDF from PowerPoint , Creating a PDF from Outlook (Windows only)
- Creating a PDF from the web
- Creating a PDF from a file
- Setting PDF file preferences
- Creating a PDF from copied content
- Creating a PDF from a scanner
- Optimizing a scanned PDF
- Creating a PDF from a blank page
- Creating multiple PDFs in a batch
- Creating PDFs from InDesign, Illustrator, and Photoshop

Combining Documents

- Combining documents
- Creating a merged document
- Creating a PDF Portfolio
- Adding files or folders to a PDF Portfolio
- Customizing PDF Portfolio options
- Previewing native files in a PDF Portfolio
- Searching in a PDF Portfolio
- Running commands on a PDF Portfolio
- Applying security to a PDF Portfolio
- PDF Portfolios and previous versions of Acrobat or Adobe Reader

Modifying PDFs

- Inserting and deleting pages
- Embedding and removing thumbnails
- Moving, rotating, and cropping
- Extracting and replacing pages , Splitting PDFs
- Renumbering pages , Using Bates numbering
- Adding headers and footers
- Creating watermarks and backgrounds
- Copying content
- Editing text
- Adding text using the Typewriter tool
- Touching up objects
- Comparing PDF documents
- Setting document properties
- Reducing file size
- Attaching documents to a PDF

Bookmarks

- Understanding bookmarks
- Creating bookmarks
- Bookmarking specific items
- Nesting bookmarks
- Editing bookmark destinations
- Bookmarking shortcuts
- Bookmarking actions
- Using the Bookmarks navigation panel and the Initial View setting

Links

- Using links
- Creating links
- Editing links
- Using cross-document linking
- Creating destination links
- Using link shortcuts

Repurposing Content

- Exporting images from a PDF
- Exporting text from a PDF
- Exporting to Word
- Exporting to HTML
- Batch-processing an export

Collaborating

- Viewing comments
- Adding sticky notes
- Using the Text Edits tool
- Using the Stamp tool
- Using highlights, underlines, and strikethroughs
- Attaching files as comments
- Recording an audio comment
- Using the drawing tools
- Enabling commenting in Reader
- Understanding the different review processes
- Attaching a PDF for email review
- Using the Shared Review feature
- Reviewing via Acrobat.com
- Using the Collaborate Live feature
- Using the Review Tracker
- Exporting and importing comments
- Reviewing comments
- Summarizing comments

Finding and Searching

- Using Basic Find
- Using Search
- Advanced searching

Security

- Showing security properties for a PDF
- Enabling Encrypt with Password security
- Removing Encrypt with Password security
- Managing security policies
- Redacting