



INFOCUS COURSEWARE

# Adobe Acrobat Version X



Level Series

Order Code: INF536

ISBN: 978-1-921939-48-8

## ❖ General Description

The skills and knowledge acquired in **Adobe Acrobat Version X** are sufficient to be able to create and edit PDF's, use designer forms and collaboration and secure your documents.

## ❖ Learning Outcomes

At the completion of this course you should be able to:

- start **Acrobat**, open a document, navigate and exit
- view and print **PDFs**
- create **PDFs**
- merge documents into a single **PDF** and create **PDF** portfolios
- modify **PDF** documents
- create and edit bookmarks
- create a variety of links
- create and work with **PDF** forms
- create forms from scratch and from built-in templates
- work with the **Acrobat** review and commenting features
- use a range of tools to search for information in **PDF** documents
- work confidently with some of the security options available in **Acrobat**

## ❖ Target Audience

**Adobe Acrobat Version X** is designed for users who are keen to extend their understanding and knowledge of the PDF generation software Adobe Acrobat.

## ❖ Prerequisites

**Adobe Acrobat Version X** assumes some knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## ❖ Pages/Duration

150 pages. Levels publications are based around a 1-day training program consisting of approximately 6 – 8 hours

## ❖ Student Files

Many of the topics in **Adobe Acrobat Version X** require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at [www.watsoniapublishing.com](http://www.watsoniapublishing.com). Simply follow the student files link on the home page. You will need the product code for this course which is **INF536**.

## ❖ Methodology

The **In Focus** series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

## ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence

*\* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Friday, June 29, 2012 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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Product Information



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### ➤ Concluding Remarks



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