



## Adobe Acrobat topics

### Beginner

#### Acrobat Reader Basics

Downloading Acrobat Reader  
Installing Acrobat Reader  
The Acrobat Reader Screen  
The Toolbars  
More Toolbar Tips and Tricks  
The Reader Menus  
The Reader Palettes  
The Status Bar  
Opening a PDF File  
Viewing a PDF File  
Using Zoom  
Arranging Multiple Windows  
Navigating in a Document Page  
Moving Between Document Pages  
Printing a PDF Document

#### Acrobat Reader in Depth

Looking at Document Properties  
Selecting Text and Graphics  
Reader Preferences  
Setting Magnification Preferences  
Reading Annotations  
Using the Find Tool  
Searching Your Document

#### Acrobat eBook Reader

Downloading and Installing eBook Reader  
Reading eBooks  
Annotating eBooks  
Building an eBook Library  
Organizing Your Library

### Intermediate

#### Creating PDFs

Creating PostScript Files  
Using Distiller  
Changing Job Options

Changing Font Locations  
Automating Distiller  
Adding Security to Your PDFs  
Creating PDFs in Other Ways  
Creating PDFs from Other Applications  
Creating an eBook

#### Working with Acrobat

Starting and Quitting Acrobat  
Understanding the Acrobat Screen  
Opening PDF Files  
Saving PDF Files in Other Formats  
Editing Text  
Editing Images  
Printing PDFs

#### Structuring PDF Documents

Getting Information About Your Document  
Changing Open Options  
Working with Thumbnails  
Changing Page Order and Numbers  
Inserting and Replacing PDF Pages  
Removing PDF Pages  
Rotating and Cropping Pages  
Creating and Viewing Bookmarks  
Moving Bookmarks  
Changing Bookmark Properties  
Creating Articles  
Editing Articles  
Reading Articles

#### Links

Setting Links  
Linking to the Internet  
Editing Links



## Advanced

### Forms

- Creating Form Documents and Fields
- Adding Fields
- Setting Field Properties
- Creating Combo Box Fields
- Creating Check Box Fields
- Creating Radio Buttons
- Setting Advanced Form Options

### Annotating PDFs

- Understanding the Types of Annotations
- Creating and Editing Notes
- Using Free Text Annotations
- Using Audio Annotations
- Stamping PDFs
- Creating Custom Stamps
- Creating a File-Attachment Annotation
- Editing with the Graphic Markup Tools
- Marking up Text with Annotations
- Deleting Annotations
- Filtering Annotations
- Summarizing Annotations

### Catalog, Indexes, Searches

- Using Acrobat Catalog
- Creating Indexes
- Making Changes in Indexes
- Setting Catalog Preferences
- Using Indexes

### Paper and Web Capture

- Scanning a Document into Acrobat
- Capturing and Editing Images and Text
- Working with Scanned Text
- Working with Suspects
- Setting Capture Preferences
- Converting Web Sites to PDF Pages

### Digital Signatures

- Handling Digital Signatures
- Setting up a Signature Profile
- Creating a Digital Signature
- Signing Documents

### Automating Acrobat

- Using Batch Processing in Acrobat
- Creating and Editing Sequences
- Setting Batch Preferences
- Using Consultant to Analyze PDF Files

### PDF Files and the Web

- Reading PDF Pages Online
- Editing PDFs Online
- Linking a Web Page to a PDF
- Optimizing PDF Files for Online Viewing