

# Acrobat XI, Part 2: Creating PDFs

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**Prerequisites:** This course assumes very little familiarity with Adobe Acrobat. This course is part of a 4 course learning series; Acrobat XI: Workspace and Tools; Acrobat XI: Creating PDFs; Acrobat XI: Portfolios and Forms; and Acrobat XI: Signing and Printing. Please be sure to view the courses in order if you are new to the material.

**Runtime:** 01:14:43

**Course description:** Master Acrobat XI in this four part learning series, Adobe Acrobat XI makes it easy for you to create, edit, and sign PDF documents. Get to know the Acrobat XI workspace, learn how to create PDF files from Acrobat, Office for Mac, or Office for Windows. Revise documents and add user comments, create forms and interactive presentations, add an electronic signature, and learn how to work with the Print Production Panel.

## Course outline:

### Scan, Redact & Accessibility

- Introduction
- Scanned Documents
- Redacting Documents
- Accessibility
- Accessibility Checker
- Summary

### Creating PDFs - Acrobat & Mac

- Introduction
- Using Adobe Acrobat
- Combine Files Result
- Using Microsoft Word for Mac
- Excel & PowerPoint for Mac
- Summary

### Creating PDFs - Windows

- Introduction
- Creating the PDF from Word
- Microsoft Excel for Windows
- Creating the PDF from Excel
- Creating PDF from PowerPoint
- Summary

### Revision & Comments

- Introduction
- Content Editing
- Add & Edit Images
- Creating Comments
- The Stamps Tool
- Text Tools
- Drawing Markups
- More Drawing & Extra Tip
- Summary