Acrobat XI, Part 1: Workspace and Tools

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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.

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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:

Overview of Acrobat
• Introduction
• Acrobat XI Family Features
• Family Features Continued
• Acrobat XI Product Family
• Acrobat XI Versions
  Comparison
• Acrobat X vs XI
• A Brief History of Acrobat
• Summary

Preferences & The Workspace
• Introduction
• Setting Preferences
• Preferences continued
• Managing the Workspace
• Customize the Tool Set
• Import & Export Sets
• The Navigation Pane
• Summary

Tool Tips & The Action Wizard
• Introduction
• Tools & Nav Tips-Tricks
• Zoom & Keyboard Shortcuts
• Touch Capacitive Devices
• The Action Wizard
• Find Actions Online
• Summary