



Training Solutions, Inc.

Adobe Acrobat 7 Course Outline

Section 1 - Acrobat Basics

- Viewing Acrobat files
- Converting a Word document
- The Acrobat Screen
- Acrobat Toolbars
- Bookmarks
- Pages
- Comments

Section 2 -Editing a PDF

- Adding New Text
- Creating Bookmarks
- Creating a PDF Binder
- Watermarks

Section 3 - Protection and Security

- Opening a Protected document
- Creating a Digital ID
- Certify a Document
- View Certification
- Display Certification