

# ADOBE ACROBAT PRO INTERMEDIATE COURSE



By FourSquare Training

# Adobe Acrobat Pro Intermediate Training Course Topics

## One-day Course

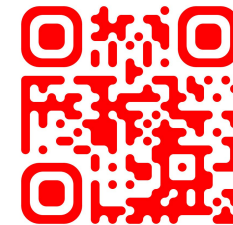
We specialise in delivering flexible training programmes and course topics taught will vary depending upon your learning requirements and upon the version of the software taught.

- Module 1: Recap of Navigation using Bookmarks, Thumbnails and Links
  - Creating Internal Links within PDF files
  - Adding External Links
- Module 2: Selecting and editing PDF Text
- Module 3: Selecting and editing PDF Images
- Module 4: Handling Article threads in Documents
- Module 5: Commenting PDF Files
  - Adding Notes and Text Comments
  - Using Graphic Annotations

- Stamping the Document
- Summarising and managing comments

- Module 6: Saving the Document with Security
  - Passwords to Open and Modify Documents
- Module 7: Using the Document Review Features
- Module 8: Customising your Document and Comment Properties
- Module 9: Setting Page Actions
- Module 10: Digitally Signing Documents
  - Creating Digital Signatures
  - Applying signatures to the document
- Module 11: Organising collections of PDF documents

**Scan the QR Code  
for more course  
information:**



Print responsibly.

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