

Adobe Acrobat XI Pro: Part 1

- **Accessing PDF Documents**
 - a. Open a PDF Document
 - b. Browse a PDF Document

- **Creating and Saving PDF Documents**
 - a. Create and Save a PDF Document from an Existing Document
 - b. Create a PDF Document from a Web Page
 - c. Combine Multiple PDF Documents

- **Navigating Content in a PDF Document**
 - a. Perform a Search in a PDF Document
 - b. Search Multiple PDF Documents
 - c. Work with Bookmarks
 - d. Create Links and Buttons

- **Modifying PDF Documents**
 - a. Manipulate PDF Document Pages
 - b. Edit Content in a PDF Document
 - c. Add Page Elements

- **Reviewing PDF Documents**
 - a. Add Comments and Markup
 - b. Compare PDF Documents
 - c. Initiate and Manage a Review

- **Converting PDF Files**
 - a. Reduce the File Size of a PDF Document
 - b. Optimize PDF Files
 - c. Convert and Reuse PDF Document Content