# Adobe Acrobat 8.0 New Features

**Duration:** 1/2 Day

**Course Overview:**

You're already familiar with previous versions of Acrobat. In this course, you'll work with some of the new features available in Acrobat 8.0.

**Students Learn How To:**

- Create PDF documents
- Review PDF documents
- Work with forms
- Manage PDF documents
- Secure PDF documents
- Finalize PDF documents for printing

**Who Should Attend:** This course is designed for anyone who will use Acrobat 8 Standard or Professional to work with PDF files.

**Prerequisites:** Students should have basic computer skills and basic word processing skills, such as copying and pasting text, formatting text, and so on.

**Course Outline:**

**Creating PDF Documents**

Create a PDF Document Using a Blank Page
Create PDF Documents from Other Applications
Combine Multiple Files into a Single PDF

**Reviewing PDF Documents**

Perform Shared Reviews
Manage Shared Reviews
Create a Comments Summary PDF

**Working with Forms**

Create Forms
Track Forms
Compile Returned Forms into a PDF Package

**Managing PDF Documents**

Enhance Documents
Index Documents
Optimize Documents
Export Documents

**Managing PDF Document Security**

Redact Documents
Certify Documents Digitally

**Finalizing PDF Documents for Printing**

Edit an Object
Create Flattener Presets
Analyze Preflight
Print PDF Documents