



4D Group – Training Division

Training Needs Analysis - Acrobat

		Yes	No	Sometimes
1	I understand the PDF format			
2	I can view PDF files			
3	I can create PDF files			
4	I can create files for printing and for screen			
5	I am familiar with the layout and zoom tools			
6	I can insert pages into PDF files and replace pages			
7	I can extract and delete pages			
8	I can create and modify links and bookmarks			
9	I can create cross link documents			
10	I can insert comments			
11	I can use the notes tool			
12	I can use the stamp tool			
13	I can create file attachments			
14	I can use the crop tool			
15	I can use the freehand and other graphics tools			
16	I can use the movie tool			
17	I can create and read articles			
18	I can work with digital signatures			
19	I can work with the form tool			
20	I can create full screen documents			
21	I can create and search an index			
22	I can work with continuous scrolling			
23	I can work with calibrated colour			
24	I understand anti-aliasing			
25	I can work with cross-document links			
26	I can work with full-screen transitions and options			
27	I can work with interactive documents and the Internet			
28	I can create and work with forms			
29	I can post and receive forms over networks or internet			
30	I can use dynamic controls			
31	I can work with navigation, buttons and live areas			
32	I understand progressive rendering			
33	I can optimise files for the internet			
34	I can embed PDFs into HTML			