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Learning Style: Virtual Classroom

Technology: Adobe

Difficulty: Beginner

Course Duration: 2 Days

Adobe Acrobat



About This Course:

PDFs are how most organizations share information. Contracts, reports, forms, and presentations all travel as PDFs because the format keeps documents looking the same on any device, platform, or operating system. Adobe Acrobat Pro DC gives you full control over those files, so what you send is exactly what your recipients see.

This course is designed for people who are new to Acrobat Pro and need to create and share PDF files. You'll start by getting comfortable with the Acrobat DC interface, including its toolbars, tools, and viewing modes, and with how PDFs work across desktop, web, and mobile. From there, you'll learn the many ways to create PDFs: from Microsoft Office files, web pages, scanned paper documents, and the clipboard. You'll also learn to reduce file size and make scanned text editable and searchable.

Course Objectives:

- Navigate the Acrobat Pro DC interface, tools, and viewing modes
- Create PDFs from Microsoft Office files, web pages, scanned documents, and other file types
- Use OCR to make scanned text editable and searchable
- Reduce and optimize PDF file size
- Read, search, and print PDF documents, including booklets
- Make PDF documents accessible and work with tags
- Reorganize, rotate, and renumber pages, and apply Bates numbering
- Add and manage bookmarks, links, multimedia, and document properties
- Edit text and images within a PDF and redact sensitive content
- Export PDF content to Word, Excel, and PowerPoint
- Combine multiple files into a single PDF or a PDF Portfolio
- Secure PDFs with passwords and permissions
- Create and apply digital signatures, send documents for signature, and use Fill & Sign
- Manage document reviews using comments and markup tools
- Create interactive, fillable PDF forms and work with form data
- Automate repetitive tasks with Actions
- Preflight and prepare PDF files for professional printing

Audience:

- Professionals who are new to Adobe Acrobat Pro and need to create and

share PDF files

- Administrative and office staff who manage documents and forms
- Legal, HR, and finance professionals who work with contracts, agreements, and sensitive documents
- Project managers and team members who review and approve documents
- Marketing and communications professionals who prepare materials for distribution or print
- Anyone who wants to work more efficiently with PDF docume

Prerequisites:

- There are no formal prerequisites for this course. However, you should have some experience using office productivity applications, such as a word processor, presentation software, or a spreadsheet application.

Course Outline:

Module 1: Introducing Adobe Acrobat DC

- Understanding PDF and Adobe Acrobat
- Introduction to Acrobat Reader and the Acrobat mobile app
- Opening and navigating PDF files
- Working with toolbars, tools and preferences
- Viewing PDFs in Read mode and Full-Screen mode
- Customizing the Acrobat workspace

Module 2: Creating Adobe PDF Files

- Creating PDFs from existing files
- Converting different file formats to PDF
- Creating PDFs from Microsoft Office documents
- Using PDFMaker and the Print command
- Creating PDFs from web pages and clipboard content
- Scanning paper documents
- Making scanned text searchable and editable
- Reducing file size and optimizing PDFs

Module 3: Reading and Working with PDF Files

- Reading, searching and printing PDF documents
- Printing booklets
- Filling out PDF forms
- Understanding document accessibility and structure
- Working with tags and accessibility features
- Sharing PDF documents

Module 4: Enhancing PDF Documents

- Rearranging and manipulating pages
- Renumbering pages and applying Bates numbering
- Managing links and bookmarks
- Adding multimedia content
- Setting document properties and metadata
- Preparing PDF presentations

Module 5: Editing Content in PDF Files

- Editing text within PDFs
- Working with images in PDF documents
- Redacting sensitive information
- Copying text and images
- Exporting PDF content to PowerPoint
- Converting PDFs to Word documents
- Extracting tables into Excel spreadsheets

Module 6: Using Acrobat with Microsoft Office

- Using Acrobat PDFMaker
- Converting Word documents to PDFs
- Converting Excel spreadsheets to PDFs
- Creating PDFs from mail-merge templates
- Converting PowerPoint presentations to PDFs

Module 7: Combining Files

- Selecting and combining multiple files
- Arranging pages before merging
- Merging documents into a single PDF
- Creating PDF Portfolios

Module 8: Adding Signatures and Security

- Understanding PDF security settings
- Applying security restrictions to PDF files
- Using digital signatures and digital IDs
- Sending documents for electronic signatures
- Using Fill & Sign
- Sharing certificates
- Certifying PDF documents

- Understanding protected viewing modes

Module 9: Using Acrobat in a Review Cycle

- Understanding document review workflows
- Adding comments and annotations
- Reviewing and responding to comments
- Collaborating with others using Acrobat Reader
- Managing review feedback

Module 10: Working with Forms in Acrobat

- Converting existing PDFs into interactive forms
- Creating and configuring form fields
- Using different types of form fields
- Specifying answer formats
- Managing and exporting form data
- Configuring calculations and validation for numeric fields

Module 11: Using Actions in Acrobat Pro

- Understanding predefined actions
- Running automated document actions
- Creating custom actions
- Configuring action settings
- Sharing actions with other users

Module 12: Using Acrobat in Professional Printing

- Creating print-ready PDFs
- Preparing documents for prepress
- Performing preflight checks
- Working with transparency and flattening
- Configuring custom preflight profiles
- Understanding PDF standards
- Managing color settings
- Previewing print output
- Using advanced printing controls