



Adobe Acrobat DC

Course ACBT-DC - 2 Days - Instructor-led, Hands-on

Introduction

Acrobat Pro DC is totally reimagined with a stunningly simple user experience that works consistently across desktop, mobile and the web — including touch-enabled devices. This two day, instructor-led course is the most thorough and comprehensive way for students to learn how to reliably create, edit, and sign PDF documents and forms with Adobe Acrobat DC.

Here are just a few things you can do with Acrobat Pro DC:

- Work anywhere. Create, edit, comment and sign with the new Acrobat Pro DC mobile app. And use Mobile Link to access recent files across desktop, web and mobile.
- Edit anything. Instantly edit PDFs and scanned documents as naturally as any other file with revolutionary new imaging technology.
- Replace ink signatures. Request signatures from others and track responses in real time.

This cross-platform (Mac and Windows) book shows students how to collaborate effectively through electronic reviews, easily share their work across multiple platforms and devices (including via the new Adobe Document Cloud service), and speed up their production and business task workflow with Acrobat DC.

In this new version will also learn how to use the new Tool pane so they can easily convert files (Microsoft Office documents and graphics) to PDF and then learn how to directly edit text and images in their PDFs. They'll also learn how to use the newly refreshed tools to build PDF or web forms, speed up business workflow by gathering feedback and approval via online document reviews. And they'll learn how to create interactive forms and track responses within Acrobat, how to add signatures and security to their PDF files, and much more.

This course covers features included in Acrobat Pro and Acrobat Standard. We'll note where a tool or feature is available only in Acrobat Pro.

At Course Completion

Upon successful completion of this course, students will understand:

- Create high-quality Adobe PDFs from the Acrobat task ribbon in Office apps (Microsoft Word, Excel, PowerPoint or Outlook).
- Add protection to PDFs created from the Acrobat ribbon in Office to restrict others from copying or editing sensitive content.

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- Use the Acrobat ribbon in Word, Excel or PowerPoint to execute many steps at once. Quickly email a PDF file, protect it with a password, set file usage restrictions or send a file out for shared review. In Acrobat Pro DC, you can also create a PDF and immediately run a preset Action for predefined tasks, such as preparing a document for archiving or public distribution.
- Use the Send & Track plug-in for Microsoft Outlook to send large or small files to others and set tracking options to be notified when people view your file (Pro subscription only).
- Import comments from a PDF file into the source Word document as markups that can be accepted or rejected with the Microsoft Word Track Changes tool.
- Simplify email search and retrieval. Archive emails or email folders from Microsoft Outlook with one-button ease.
- Create high-quality Adobe PDFs directly from Microsoft Project or Visio

Prerequisites

Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC). Students should know how to use the mouse, standard menus and commands, and also how to open, save and close files.

Students should have some experience with common office applications, such as word processing, spreadsheet and web browser applications.

Outline

Module 1: Introducing Adobe Acrobat DC

- About PDF and Acrobat
- About Adobe Reader
- About the Acrobat DC mobile app
- Opening a PDF file
- Adding Acrobat Reader Installers
- Working with toolbars
- Working with tools
- Tools in the Tools pane
- Navigating PDF document
- Viewing PDF presentations in Full Screen mode
- Viewing PDF files in Read mode
- Customizing the Acrobat toolbar
- Setting Acrobat preferences for web browsing

Module 2: Creating Adobe PDF Files

- Using the Create PDF tool
- Dragging and dropping files
- Creating Adobe PDFs from Microsoft Office files
- Converting different types of files
- Inserting a blank page
- Using PDFMaker

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- Using the Print command to create Adobe PDF files
- Reducing file size
- Adobe PDF presets
- Optimizing PDF files
- Creating files from the clipboard
- Scanning a paper document
- Making scanned text editable and searchable
- Converting web pages to Adobe PDF

Module 3: Reading and Working with PDF Files

- About the onscreen display
- Reading PDF documents
- Searching and printing PDF documents
- Filling out PDF forms
- Printing booklets
- About flexibility, accessibility and structure

Module 4: Enhancing PDF Documents

- Examining the work files
- Moving pages with page thumbnails
- Manipulating and renumbering pages
- Applying Bates numbering
- Managing links
- Working with bookmarks
- Naming bookmarks automatically
- Adding multimedia files
- Setting document properties and metadata
- Setting up presentations

Module 5: Editing Content in PDF Files

- Working with images in a PDF file
- Redacting text
- Copying text and images from a PDF file
- Exporting PDF content to a PowerPoint presentation
- Saving PDF files as Word documents
- Extracting PDF tables as Excel spreadsheets

Module 6: Using Acrobat with Microsoft Office Files (Windows)

- About Acrobat PDFMaker
- Converting Microsoft Word files to Adobe PDF
- Converting Excel documents
- Converting Adobe PDF files from Word Mail-merge templates
- Converting PowerPoint presentations

Module 7: Combining Files

- Selecting files to combine
- Arranging pages
- Merging the files
- Creating a PDF Portfolio (Acrobat Pro)

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Module 8: Adding Signatures and Security

- Protected mode in Reader (Windows only)
- About security in Acrobat
- Viewing security settings and adding security to PDF files
- About digital signatures
- Sending a document for others to sign
- Creating digital signatures
- Using the Fill and Sign tool
- Signing in Preview mode
- Sharing certificates with others
- Signing a document digitally with certificates and digital IDs
- Modifying signed documents
- Certifying PDF files
- Signing certified documents
- Securing PDFs in FIPS mode

Module 9: Using Acrobat in a Review Cycle

- Adding comments to a PDF file
- Commenting in Adobe Reader
- Working with comments
- Initiating a shared review
- Summarizing comments
- Starting a shared review

Module 10: Working with Forms in Acrobat

- Converting PDF files to interactive PDF forms
- Adding form fields
- Specifying an answer format
- Types of form fields
- Distributing forms
- Tracking forms
- Collecting form data
- Options for distributing forms
- Working with form data

Module 11: Using Actions (Acrobat Pro)

- Using predefined actions
- Creating an action
- Avoiding the Full Screen mode warning
- Sharing actions