



Adobe Acrobat

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

Introduction

Our Adobe Acrobat course uses the latest version, but if you haven't upgraded yet, the course features work from earlier versions of Acrobat as well.

This two day instructor-led course covers features included in Acrobat Pro and Acrobat Standard. We will note where a tool or feature is available only in Acrobat Pro.

This course is for those interested in creating and producing Adobe PDF documents. Students will learn how to use many form building and interactive features.

This is a cross-platform course, appropriate for MAC and Windows users.

At Course Completion

Upon successful completion of this course, students will be able to:

- Create high-quality Adobe PDFs from the Acrobat task ribbon in Office applications
- Add protection to PDFs to restrict others from copying or editing sensitive content
- Use the Acrobat ribbon to execute many steps at once
- Use the send & track plug-in for Microsoft Outlook to send large or small files
- Import comments from a PDF file into the source Word document as markups that can be accepted or rejects
- Simplify email search and retrieval
- 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). For example, students should be familiar with terms such as computer memory, data files, and program files. Students should also be familiar with the components that make up the PC, including input, output, and storage devices. Students should also be fairly comfortable working in a Windows environment. Students should know how to use the mouse, standard menus and commands, and 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.

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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
- 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

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- 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)

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

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- 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