

Adobe Acrobat DC Level 1

Course ACB-01

1 Day

Instructor-led, Hands on

Introduction

Communicating ideas and information is the cornerstone of organizational operations. And, electronic forms of communication have made the transfer of knowledge quick, easy, and inexpensive. The ability to harness the potential of electronic forms of communication is critical in nearly every type of organization. But, in many, if not most, organizations, people work with a wide variety of devices running on a wide variety of platforms. And sometimes, what works well or looks good on one device, won't work at all on another device. Or, your carefully designed and formatted document may end up looking like a jumbled mess on someone else's computer. So, how do you balance the need to communicate ideas to large groups of people with the enormous diversity found in today's electronic devices? The answer: you don't have to because Adobe created the Portable Document Format (PDF) as a solution to incompatible document formats.

Adobe® Acrobat Pro DC puts the power of the Portable Document Format, literally, at your fingertips. By taking advantage of the functionality and features available in Acrobat, you will ensure the integrity of your electronic documents regardless of who views them, on what devices, or with what operating systems. And that will give you the confidence and peace of mind that comes with knowing that what you meant to communicate is what your document recipients will see.

At Course Completion

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

- Access information in a PDF document.
- Create and save PDF documents.
- Navigate content in a PDF document.
- Modify PDF documents.
- Review PDF documents.
- Convert PDF documents

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.

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>

Students should attend Windows - Level 1 or have equivalent experience. Also, students should have basic experience with Microsoft applications, such as Word and PowerPoint.

Course Outline

Module 1: Accessing PDF Documents

- Open a PDF Document
- Browse a PDF Document

Module 2: Creating and Saving PDF Documents

- Create and Save a PDF Document from an Existing Document
- Create a PDF Document from a Web Page
- Combine Multiple PDF Documents

Module 3: Navigating Content in a PDF Document

- Perform a Search in a PDF Document
- Search Multiple PDF Documents
- Work with Bookmarks
- Create Links and Buttons

Module 4: Modifying PDF Documents

- Manipulate PDF Document Pages
- Edit Content in a PDF Document
- Add Page Elements

Module 5: Reviewing PDF Documents

- Add Comments and Markup
- Compare PDF Documents
- Initiate and Manage a Review
- Digitally Sign PDF Documents

Module 6: Converting PDF Files

- Reduce the File Size of a PDF Document
- Optimize PDF Files
- Convert and Reuse PDF Document Content