



Adobe Acrobat

Course ACBT-C

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 is the most thorough and comprehensive way for you to learn how to reliably create, edit, share, and sign PDF documents and forms with Adobe Acrobat DC. Each of the lessons contains a project that builds on your growing knowledge of the program, while end-of-lesson review questions reinforce what has been taught. This cross-platform (Mac and Windows) course shows you how to collaborate effectively through electronic reviews, easily work with PDFs across multiple platforms and devices (including via the Adobe Document Cloud service), and speed up your production and business task workflows with Acrobat DC.

You will learn how to easily convert files from any application to PDF and how to directly edit text and images in PDF documents. You'll also learn how to build PDF forms, and to speed up business workflow by gathering feedback and approval using new shared document review features. And you'll learn how to create interactive forms and track responses within Acrobat, add signatures and security to PDF files, work with companion Acrobat apps, and much more.

At Course Completion

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

- Create and deliver high-impact PDFs
- 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 rejected
- Simplify email search and retrieval

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.

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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 Adobe Acrobat
- About Adobe Reader
- About Document Cloud
- About the Acrobat mobile app
- Using PDF on the web
- Adding Acrobat Reader Installers
- About the Home view
- Opening a PDF file
- Working with toolbars
- Working with tools
- 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
- Customizing the brightness of the user interface

Module 2: Creating Adobe PDF Files

- Using the Create PDF tool
- Dragging and dropping files
- Saving PDF files to cloud accounts
- 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
- Scan using mobile devices
- Converting web pages to Adobe PDF

Module 3: Reading and Working with PDF Files

- About the onscreen display

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- Reading PDF documents
- Searching PDF documents
- Printing booklets
- Filling out PDF forms
- About flexibility, accessibility and structure
- Working with accessible documents
- Making files flexible and accessible
- About tags
- Using Acrobat accessibility features
- Sharing PDF files

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
- Setting document properties and metadata
- Adding multimedia files
- Setting up presentations

Module 5: Editing Content in PDF Files

- Editing text
- Redacting text
- Working with images in a PDF file
- 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 on Mobile Devices

- About the Acrobat Mobile apps
- Getting started
- Using the Acrobat Reader app
- Using Document Cloud in a web browser
- Using the Fill & Sign app
- Using the Adobe Scan app

Module 7: Using Acrobat with Microsoft Office Files

- About Acrobat PDFMaker

- Converting Microsoft Word files to Adobe PDF
- Converting Excel documents
- Using the Spreadsheet Split view
- Converting PowerPoint presentations

Module 8: Combining Files

- Selecting files to combine
- Arranging pages
- Merging the files
- Creating a PDF Portfolio

Module 9: Adding Signatures and Security

- Viewing documents in Protected mode in Reader (Windows only)
- About security in Acrobat
- Viewing security settings
- Adding security to PDF files
- About digital signatures
- Sending a document for others to sign
- Creating digital signatures
- Using the Fill and Sign tool
- Using digital IDs

Module 10: Using Acrobat in a Review Cycle

- Adding comments to a PDF document
- Commenting in Adobe Reader
- Working with comments
- Initiating a shared review
- Summarizing comments
- Using a network folder for a shared review
- Comparing versions of documents

Module 11: Working with Forms in Acrobat

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

Module 12: Using Actions (Acrobat Pro)

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