



## Adobe Acrobat Training

### Acrobat DC Introduction

#### Who Should Do This Course?

Office personnel at all levels who need to share documents with others. Participants typically have experience using office productivity applications, such as a word processor or spreadsheet program, but have no formal training using Acrobat.

**Duration:** 1 day

**Class size:** 10 students max

**Times:** 9:00am - 5:00pm

**Price:** Refer to our website for current course and package pricing

#### After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

#### Why Acrobat?

A standard adopted by governments and enterprises worldwide, Adobe PDF is a reliable format for electronic document exchange that preserves document integrity so files can be viewed and printed on a variety of platforms.

#### About The Course

This Adobe Acrobat training course unlocks the power of the software and introduces participants to the Fundamentals of Acrobat DC. It is packed with hands-on projects; participants learn by doing.

Topics covered include how to:

- start Acrobat, open a document, navigate and exit
- view and print PDFs
- create PDFs
- merge documents into a single PDF and create PDF portfolios
- modify PDF documents
- create and edit bookmarks
- create a variety of links
- create and work with PDF forms
- work with the Acrobat review and commenting features
- use the available tools to search for and find information within PDFs
- work confidently with some of the security options available in Acrobat

Participants learn various tips and tricks for getting this great application to work harder and smarter.

## Content

### Unit 1: Starting with Acrobat DC

- Understanding Acrobat and PDFs
- Understanding Adobe Document Cloud
- Starting Adobe Acrobat in Windows 8
- Understanding Views
- Understanding the Home View
- Opening an Existing PDF File
- Understanding the Document View
- Understanding the Tools View
- Exiting Acrobat

### Unit 2: Using Toolbars and Menus

- Using Menus
- Working with Toolbars
- Using Tools
- Understanding Custom Toolsets
- Creating a Custom Toolset

### Unit 3: Navigating and Viewing PDFs

- Using the Navigation Pane
- Understanding Page Navigation
- Using Page Navigation Tools
- Using Navigation Panels
- Adjusting PDF Views
- Understanding the Page Magnification Tools
- Using the Zoom Tools
- Using Split-Window View
- Working with Multiple Documents

### Unit 4: Creating PDFs

- Understanding Saving
- Creating a PDF from a Single File
- Creating a PDF Using Drag and Drop
- Creating a PDF from Clipboard Content
- Creating Multiple PDFs from Multiple Files
- Understanding Acrobat PDFMaker
- Creating a PDF from a Microsoft Office File
- Creating a PDF Using the PDF Printer Driver
- Converting a Web Page to PDF in a Browser
- Converting Web Pages to PDF in Acrobat
- Creating a PDF from a Scanner
- Enhancing a Scanned PDF
- Creating a Postscript File
- Understanding Acrobat Distiller
- Creating a PDF Using Distiller

### Unit 5: Editing PDFs

- Editing Existing Text
- Adding New Text
- Adding an Image
- Editing Scanned PDFs
- Adding a Link
- Adding a Web Link
- Converting a URL to a Live Link
- Editing Links
- Creating Links to Another PDF
- Creating Destination Links
- Understanding Multimedia

### Unit 6: Working with Pages

- Selecting and Moving Pages
- Inserting and Deleting Pages
- Extracting Content
- Replacing Pages
- Cropping Pages
- Renumbering Pages
- Adding Headers and Footers
- Adding Watermarks
- Adding Backgrounds
- Attaching Documents to a PDF
- Managing Attachments

### Unit 7: Bookmarks

- Creating Bookmarks in a Source Document
- Creating Bookmarks Manually
- Editing Bookmark Destinations
- Nesting Bookmarks
- Changing the Appearance of Bookmarks
- Bookmarks Actions

### Unit 8: Combining Documents

- Merging Multiple Files into a PDF
- Creating a PDF Portfolio
- Editing a Portfolio
- Editing Files in a Portfolio
- Securing a PDF Portfolio

## Unit 9: Forms

- Understanding PDF Forms
- Starting a Form with the Form Wizard
- The Prepare Form Toolbar
- Editing Form Fields
- Form Field Names
- Adding Text Fields
- Changing Field Properties
- Field Properties
- Numeric Fields
- Numeric Field Properties
- Calculating Fields
- Calculation Field Properties
- Adding Hidden Fields
- Adding Radio Buttons
- Adding Dropdown Lists
- Adding a Submit Button
- Creating Multiple Copies of Fields
- Adding Reset and Cancel Buttons
- Testing Your Form
- Editing a Tested Form
- Distributing Forms by Email
- Tracking Forms
- Returning a Completed Form
- Understanding the Form Responses File

## Unit 10: Working Collaboratively

- Understanding Comments
- The Comment Toolbar
- Adding Sticky Notes
- Using the Annotations Tools
- Adding Comments Using Drawing Tools
- Inserting Digital Identity Stamps
- Understanding the Acrobat Review Processes
- Initiating an Email Review
- Returning a Reviewed PDF
- Merging Review Comments
- Understanding the Comments Panel
- Managing Comments
- Summarising Comments

## Unit 11: Finding and Searching

- Understanding Finding and Searching
- Finding Words
- Searching Multiple PDFs
- Performing an Advanced Search

## Unit 12: Document Security

- Understanding Document Security
- Adding a Document Open Password
- Changing Password Protection
- Adding Permissions Passwords
- Removing Password Protection
- Creating a Self-Signed Digital ID
- Certifying a PDF
- Digitally Signing a PDF
- Exporting a Digital ID Certificate
- Verifying a Digital Signature
- Encrypting for Certain IDs Using Certificates
- Creating a User Security Policy
- Applying a Security Policy
- Sending Files as a Secure Attachment

## Unit 13: Saving, Exporting and Printing

- Understanding Save Options
- Understanding Export Options
- Exporting to Word
- Exporting to an Image
- Exporting to HTML
- Understanding the Print Dialog Box

## Unit 14: Getting Help

- Understanding the Help Menu
- Using Help
- Searching for Online Help

## Looking for course dates?

To view a full list of course dates, please visit our website at [www.dynamicwebtraining.com.au](http://www.dynamicwebtraining.com.au)

Alternatively please contact our office on **1300 888 724**