ACROBAT FUNDAMENTALS AN INTRODUCTION TO ACROBAT DC

Course Code: 7568

This course offers excellent overview of how to convert work into Adobe Portable Document Format (PDF) using Adobe Acrobat.

Students will learn how to use Acrobat's cross-platform capabilities to distribute documents efficiently without sacrificing the original design. You will also learn how to incorporate text, notes, graphics, movies, and links to the Internet. You will gain an excellent understanding of the menu and tools in Acrobat and be able to use Acrobat at a high level of efficiency.

What You'll Learn

Students will learn,

- Introducing Adobe Acrobat DC
- Creating Adobe PDF Files
- Reading and Working with PDF Files
- Enhancing PDF Documents
- Editing Content in PDF Files
- Using Acrobat with Microsoft Office Files (Windows only)
- Combining Files
- Adding Signatures and Security
- Using Acrobat in a Review Cycle
- Working with Forms in Acrobat
- Using Actions
- Using Acrobat in Professional Printing

Who Needs to Attend

Professionals who need to produce superb PDF documents

Prerequisites

Practical working knowledge of Mac OS X or Windows skills.

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CLASSROOM LIVE	$1,555 CAD	3 Day

Classroom Live Outline

Module 1: Introducing Adobe Acrobat DC

- About the PDF file format
- About Adobe Acrobat
- About Adobe Reader
- About the Acrobat DC mobile app
- Using PDF on the web
- Opening a PDF file
- Working with toolbars
- Working with tools
- Viewing PDF presentations in Full Screen mode
- Viewing PDF files in Read mode
- Customizing the Acrobat toolbar

Module 2: Creating Adobe PDF Files

- About creating Adobe PDF files
- Using the Create PDF tool
- Dragging and dropping files
- Converting different types of files
- Inserting a blank page
- Using PDFMaker (Windows only)
- Using the Print command to create
- Adobe PDF files
- Adobe PDF presets
- Reducing file size
- Optimizing PDF files
- 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 on screen display
- Reading PDF documents
- Searching PDF documents
- Printing PDF documents
- Filling out PDF forms
- About flexibility, accessibility, and structure
- Working with accessible documents
- Making files flexible and accessible
- Using Acrobat accessibility features)
- Sharing PDF files

Module 4: Enhancing PDF Documents

- Examining the work file
- Moving pages with page thumbnails
- Manipulating pages
- Splitting Cropping & Rotating Pages
- Renumbering pages
- Applying Bates numbering
- Managing links
- Working with bookmarks
- Setting document properties and metadata

Module 5: Editing Content in PDF Files

- Editing text
- Placing & Working with images in a PDF file
- Text Redaction
- Comparing Documents
- 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 only)

- Acrobat PDFMaker
- Converting Microsoft Word files to Adobe PDF
- Converting Excel documents
- Converting PowerPoint presentations

Module 7: Combining Files

- About combining files
- Selecting files to combine
- Arranging pages
- Setting Conversion Options
- Merging the files
- Creating a PDF Portfolio

Module 8: Adding Signatures and Security

- Getting started with Security
- Viewing documents in Protected Mode in Reader (Windows only)
- About security in Acrobat
- Viewing security settings
- Adding security to PDF files
- Using Digital signatures
- Sending a document for others to sign
- Creating digital signatures
- Signing a document digitally with certificates and digital IDs
- Modifying signed documents
- Certifying PDF files
- Signing certified documents

Module 9: Using Acrobat in a Review Cycle

- About the review process
- Adding comments to a PDF document
- Working with comments
- Initiating an email-based review

Module 10: Working with Forms in Acrobat

- Converting PDF files to interactive PDF forms
- Adding form fields
- Types of form fields
- Distributing forms
- Collecting form data
- Working with form data
- Calculating and validating numeric fields

Module 11: Using Actions

- About actions
- Using predefined actions
- Creating an action
- Sharing actions

Module 12: Using Acrobat in Professional Printing

- Creating PDF files for print and prepress
- Guidelines for creating print-ready PDF files
- Preflighting files
- Working with transparency
- PDF standards
- About flattening options in the - - Flattener Preview dialog box
- Setting up color management
- Previewing your print job
- Advanced printing controls

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Aug 27 - 29, 2025 | 10:00 AM - 5:30 PM EST

Oct 29 - 31, 2025 | 10:00 AM - 5:30 PM EST

Dec 17 - 19, 2025 | 10:00 AM - 5:30 PM EST

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PRIVATE GROUP TRAINING	3 Day

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.