

Adobe Acrobat Pro DC –

Basic & Advanced



Days: 2

Prerequisites: Window 7, 8, or 10 training or equivalent knowledge

Microsoft Word 2010, 2013, or 2016 training or equivalent knowledge

Audience: This course is for individuals who are new to Adobe Acrobat Pro, but need to create and share PDF files and PDF portfolios. Students should have some experience using office productivity applications, such as a word processor, a multimedia presentation application, or a spreadsheet application.

Description: 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.

OUTLINE:

DAY 1

LESSON 1: ACCESSING PDF DOCUMENTS

- Topic A: Open a PDF Document
- Topic B: Browse a PDF Document

LESSON 2: CREATING AND SAVING PDF DOCUMENTS

- Topic A: Create and Save a PDF Document from an Existing Document
- Topic B: Create a PDF Document from a Web Page
- Topic C: Combine Multiple PDF Documents

LESSON 3: NAVIGATING CONTENT IN A PDF DOCUMENT

- Topic A: Perform a Search in a PDF Document
- Topic B: Search Multiple PDF Documents
- Topic C: Work with Bookmarks
- Topic D: Create Links and Buttons

LESSON 4: MODIFYING PDF DOCUMENTS

- Topic A: Manipulate PDF Document Pages
- Topic B: Edit Content in a PDF Document
- Topic C: Add Page Elements

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LESSON 5: REVIEWING PDF DOCUMENTS

- Topic A: Add Comments and Markup
- Topic B: Compare PDF Documents
- Topic C: Initiate and Manage a Review
- Topic D: Digitally Sign PDF Documents

LESSON 6: CONVERTING PDF FILES

- Topic A: Reduce the File Size of a PDF Document
- Topic B: Optimize PDF Files
- Topic C: Convert and Reuse PDF Document Content

DAY 2

LESSON 1: CUSTOMIZING THE ADOBE ACROBAT PRO DC WORKSPACE

- Topic A: Customize the Toolbars
- Topic B: Create Custom Tool Sets

LESSON 2: CREATING PDFS FROM TECHNICAL DOCUMENTS

- Topic A: Create PDF Documents by Using Autodesk AutoCAD

- Topic B: Measure Technical Drawings

LESSON 3: ENHANCING PDF DOCUMENTS

- Topic A: Embed Multimedia
- Topic B: Enhance PDF Document Accessibility
- Topic C: Use Actions
- Topic D: Manage the Security of PDF Documents

LESSON 4: CREATING INTERACTIVE PDF FORMS

- Topic A: Create a PDF Form
- Topic B: Compile and Manage PDF Form Data

LESSON 5: FINALIZING PDF FILES FOR COMMERCIAL PRINTING

- Topic A: Apply Color Management Settings
- Topic B: Preview Printed Effects
- Topic C: Perform Preflight on a PDF Document
- Topic D: Create PDF/X, PDF/A, and PDF/E Compliant Files
- Topic E: Create a Composite and Color Separations
- Topic F: Export a PDF Document to Other Formats