



Adobe Acrobat DC for Windows

Course ID#: 0580-001-DC-W

Hours: 14

Course Content

Course Description:

The Adobe Acrobat DC Level 1 Course is the most thorough and comprehensive way for students to learn how to reliably create, edit, and sign PDF documents and forms with Adobe Acrobat DC. Each of the 8 lessons contains a project that builds on their growing knowledge of the program, while end-of-chapter review questions reinforce each lesson. This cross-platform (Mac and Windows) course shows students how to collaborate effectively through electronic reviews, easily share their work across multiple platforms and devices (including via the new Adobe Document Cloud service), and speed up their production and business task workflow with Acrobat DC.

This course shows users how to navigate the completely overhauled user interface—a selling point for existing users of the software. Students will also learn how to use the new Tool pane so they can easily convert files (Microsoft Office documents and graphics) to PDF and then learn how to directly edit text and images in their PDFs. They'll also learn how to use the newly refreshed tools to build PDF or web forms, speed up business workflow by gathering feedback and approval via online document reviews. And they'll learn how to create interactive forms and track responses within Acrobat, how to add signatures and security to their PDF files, and much more.

Target Students:

Adobe Acrobat Users

Prerequisites:

None

Topics:

Module 1: Introducing Adobe Acrobat DC

- About PDF
- About Adobe Acrobat
- About Acrobat Reader
- About the Acrobat DC Mobile App
- Using PDF on the web
- Opening a PDF File
- Adding Acrobat Reader Installers
- Working with Toolbars
- Working with Tools
- Tools in the tools Pane
- Viewing PDF Presentations in Full Screen Mode
- Viewing PDF Files in Read Mode
- Customizing the Acrobat Tollbar
- Setting Acrobat Preference for Web Browsing
- Getting Help



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Module 2: Creating Adobe PDF Files

- About creating Adobe PDF Files
- Using the Create PDF Tool
- Dragging and Dropping Files
- Creating Adobe PDFs from Microsoft Office Files (Mac OS)
- Converting Different Types of Files
- Inserting a Blank Page
- Using PDF Maker
- Using the Print Command to Create Adobe PDF Files
- Reducing File Size
- Adobe PDF Presets
- Optimizing PDF files (Acrobat Pro Only)
- Creating Files from the Clipboard
- 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 Onscreen Display
- Reading PDF Documents
- Searching PDF Documents
- Printing PDF Documents
- Filling out PDF Forms
- Printing Booklets
- About Flexibility, Accessibility, and Structure
- Working with Accessible Documents
- Making Files Flexible and Accessible (Acrobat Pro Only)
- Using Acrobat Accessibility Features (Standard and Pro)
- About Tags
- Sharing PDF files

Module 4: Enhancing PDF Documents

- Examining the Work File
- Moving Pages with Page Thumbnails
- Manipulating Pages
- Renumbering Pages
- Applying Bates Numbering (Acrobat Pro Only)
- Manging links
- Working with Bookmarks
- Naming Bookmarks Automatically
- Adding Multimedia Files
- Setting Document Properties and Metadata
- Setting Up Presentations
- Review Questions and Answers

Module 5: Editing content in PDF Files

- Editing Text
- Working with Images in a PDF File
- Redacting Text (Acrobat Pro Only)
- 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)

- Getting Started
- About Acrobat PDF Maker
- Converting Microsoft Word Files to Adobe PDF
- Converting Excel Documents
- Creating adobe PDF Files from Word Mail-Merge Templates
- Converting PowerPoint Presentations



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Module 7: Combining Files

- About Combining Files
- Selecting Files to Combine
- Arranging Pages
- Merging the Files
- Creating a PDF Portfolio (Acrobat Pro Only)

Module 8: Adding Signatures and Security

- Getting Started
- 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 Other to Sign
- Creating Digital Signatures
- Using the Fill & Sign Tool
- Signing in Preview Mode
- Sharing certificates with others
- Signing a document digitally with certificates and digital IDs.
- Modifying signed documents Certifying PDF files
- Signing certified documents
- Securing PDFs in FIPS mode (Windows) Review questions and answers

Module 9: Using Acrobat In A Review Cycle

- About the review process . Getting started
- Adding comments to a PDF document
- Commenting in Acrobat Reader
- Working with comments Initiating an email-based review
- Summarizing comments
- Starting a shared review

Review questions and answers

Module 10: Working With Forms In Acrobat

- Getting Started
- Converting PDF files to interactive PDF forms
- Adding form fields
- Specifying an answer format
- Types of form fields
- Distributing forms
- Tracking forms
- Collecting form data
- Options for distributing forms
- Working with form data
- Exploring on your own: Calculating and validating numeric fields
- Review questions and answers

Module 11: Using Actions (Acrobat Pro)

- About actions
- Using predefined actions
- Creating an action
- Avoiding the Full Screen mode warning
- Sharing actions
- Review questions and answers

Module 12: Using Acrobat In Professional Printing

- Creating PDF files for print and prepress Guidelines for creating print-ready PDF files Preflighting files (Acrobat Pro)
- Working with transparency (Acrobat Pro)
- Custom preflight profiles
- PDF standards
- What is rasterization?
- About flattening options in the Flattener Preview dialog box
- Setting up color management
- Previewing your print job (Acrobat Pro)
- Advanced printing controls
- Review questions and answer