Acrobat Pro DC: Essentials

The PDF file format is the most common, accessible and versatile form of electronic document used by all professionals across different industries. In this course, our experienced Adobe Certified Instructor will guide you through a holistic range of solutions in PDF editing, adding interactivity, navigations, multimedia, doing file conversion and compression etc. This course is suitable for anyone who wishes to gain professional skills in handling PDF to optimize their daily workflow.

Target Audience: New & Basic Users   Prerequisite: None

Duration 1 Day

Hours 9am to 6pm

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Essential Basics

- An overview of the Acrobat user interface
- Customizing the toolbar
- Knowing the various navigation & viewing options
- Retracing your viewing path
- Using the Split & Spreadsheet Split views
- Using the Reading & Full Screen Modes
- Using the Find and Advanced Search commands to locate text

PDF Creation

- Creating PDFs from images, web pages & other applications
- Merging multiple files into a PDF using the improved Combine Files dialog box
- Understanding the various PDF conversion settings
- Creating a PDF from Microsoft Office applications
- Making scanned PDFs searchable with OCR
- Reviewing & correcting OCR suspects

Add & Manipulate Content

- Adding and editing text with the content editing tools
- Editing PDF text & images
- Changing fonts and typeface size, adjusting alignment, adding superscripts and subscripts
- Reflowing text on a page
- Adding images on top of a PDF page
- Flipping, rotating, cropping, and resizing images
- Adding Watermarks
- Adding Headers & Footers
- Adding page numbers & backgrounds
- Inserting, deleting, cropping, rotating & extracting pages

PDF Export & Optimization

- Reverse conversion of PDF files to other file formats (i.e. Word, Excel, PowerPoint, etc)
- Compressing the file size of a PDF
- Optimizing PDF file size for the Web

Rich Media & Navigation

- Adding bookmarks & nested bookmarks
- Adding hyperlinks
- Adding navigation with links

Add PDF Comment

- Learning to use different commenting tools
- Using the text correction markup tools
- Working with the stamp tool
- Printing, summarizing & exporting comments

Redaction

- Learning to censor confidential information
- Changing the redaction marks properties
- Marking content for redaction

PDF Security

- Understanding PDF Security
- Creating, applying & removing PDF passwords