

ADOBE ACROBAT DC

Learning Outcomes: At the completion of Adobe Acrobat you should be able to: start Acrobat, open PDFs and have a basic understanding of the interface, create PDFs, select and edit content in a PDF, create forms, bookmark, links, and add security.

Pre-Requisites: Adobe Acrobat assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Starting With Acrobat DC

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

Using Toolbars and Menus

Using Menus
Working With Toolbars
Using Tools
Understanding Custom Toolsets
Creating a Custom Toolset

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

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

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

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

ADOBE ACROBAT DC

Bookmarks

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

Combining Documents

Merging Multiple Files Into a PDF
Creating a PDF Portfolio
Editing a Portfolio
Editing Files in a Portfolio
Securing a PDF Portfolio

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

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

Finding and Searching

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

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

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
Printing a Document

Getting Help

Understanding the Help Menu
Using Help
Searching for Online Help