



Adobe Acrobat
Introduction – Intermediate
1 Day

Adobe Acrobat allows the sharing of documents between people who do not have the relevant software on their computers. These documents can be read and printed.

This course enables you to create and modify pdf documents using Acrobat to organize and share your documents in a business environment.

Prerequisites

Students should typically have experience using office applications, such as a word processor or spreadsheet program, but do not need any experience in using Acrobat.

Exercises

The course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Starting With Acrobat DC

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

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

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

Using Toolbars and Menus

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

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

Bookmarks

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