Introduction to Acrobat DC Training (1 Day)

Course Outline

In this Introduction to Adobe Acrobat DC training class, students will learn how to create and enhance PDFs using Acrobat DC.

Course Benefits

- Learn how to work with toolbars and task panels.
- Learn keyboard shortcuts for selecting tools.
- Learn to navigate PDF files.
- Learn to set up preferences and customize tools.
- Learn to set preferences for reading, searching, printing, and sharing PDF files.
- Learn to work with bookmarks and links.
- Learn to edit documents.

Course Outline

Introducing Adobe Acrobat DC

About Adobe PDF
About Adobe Acrobat
About Adobe Reader
Adobe PDF on the Web
Adding Adobe Reader Installers
Opening a PDF File
Working with the Toolbars
Working with Task Panes
Same Tools, Different Locations
Panels in the Tools Pane
Using Keyboard Shortcuts to Select Tools
Navigating PDF Documents
Viewing PDF Presentations in Full Screen Mode
Viewing PDF Files in Read Mode
Designing Documents for Online Viewing
Setting Preferences for Web Browsing
Customizing the Quick Tools Toolbar
Creating a Custom Tool Set

Creating Adobe PDF Files

- Using the Create Command
- Dragging and Dropping Files
- Creating Adobe PDFs from Microsoft Office Files (Mac OS)
- Converting and Combining Diferent Types of Files
- Inserting a Blank Page
- Using PDFMaker
- PDFMaker Options
- Using the Print Command to Create Adobe PDF Files
- Adobe PDF Presets
- Reducing File Size
- Optimizing PDF Files (Acrobat Pro Only)
- Creating Files from the Clipboard
- Scanning a Paper Document
- Making Scanned Text Editable and Searchable
- Converting email Messages to PDF (Windows)
- Converting Web Pages to Adobe PDF

Reading and Working with PDF Files

- Changing the Opening View
- About the Onscreen Display
- Reading PDF Documents
- Searching PDF Documents
- Printing PDF Documents
- Printing Booklets
- Filling out PDF Forms
- About Flexibility, Accessibility, and Structure
- Sharing PDF Files

Enhancing PDF Documents

- Examining the Work File
- Moving Pages with Page Thumbnails
- Manipulating Pages
- Renumbering Pages
- Managing Links
- Applying Bates Numbering
- Working with Bookmarks
- Naming Bookmarks Automatically
- Adding Multimedia Files
- Setting Document Properties and Metadata
- Setting Up Presentations

Editing Content in PDF Files

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

Using Acrobat with Microsoft Office Files (Windows)

- About Acrobat PDFMaker
- Converting Microsoft Word Files to Adobe PDF
- Creating Adobe PDF Files from Word Mail-merge Templates
- Converting Excel Documents and Starting a Review
- Converting PowerPoint Presentations
- Converting Web Pages from Internet Explorer