Introduction to Acrobat Pro DC Training (1 Day)

Course Overview

In this Adobe Acrobat Pro DC course, you will learn the fundamentals of accessing PDF documents, from opening and browsing to efficiently searching and navigating content using bookmarks, links, and buttons.

You will start by learning to create and save PDF documents, whether from existing documents, web pages, or by merging multiple PDFs. Then you will learn to modify PDF documents to suit your needs, including manipulating pages, editing content, and adding various page elements.

You will also learn to collaborate with others on PDF documents by adding comments and markup, comparing documents, initiating reviews, and digitally signing PDFs.
Finally, you will learn to optimize file size and convert and reuse content.

Course Benefits

- Master the skill of accessing information within PDF documents.
- Acquire the ability to create and save PDF documents efficiently.
- Learn to navigate seamlessly through the content of PDF documents.
- Gain proficiency in modifying PDF documents according to your needs.
- Understand how to review PDF documents effectively for accuracy and completeness.
- Learn various methods to convert PDF documents to different formats for versatile use.

Course Outline

Accessing PDF Documents
    Open a PDF Document
    Browse a PDF Document

Creating and Saving PDF Documents
    Create and Save a PDF Document from an Existing Document
    Create a PDF Document from a Web Page
    Combine Multiple PDF Documents

Navigating Content in a PDF Document
    Perform a Search in a PDF Document
    Search Multiple PDF Documents
    Work with Bookmarks
    Create Links and Buttons

Modifying PDF Documents
    Manipulate PDF Document Pages
    Edit Content in a PDF Document
    Add Page Elements

Reviewing PDF Documents
    Add Comments and Markup
    Compare PDF Documents
    Initiate and Manage a Review
    Digitally Sign PDF Documents

Converting PDF Files
    Reduce the File Size of a PDF Document
    Optimize PDF Files
    Convert and Reuse PDF Document Content