Adobe Acrobat DC

Two Days Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

General Description:	The skills and knowledge acquired in Adobe Acrobat DC are sufficient to be able to create and edit PDFs, use forms, collaborate with others and secure your documents..
What You Will Learn:	At the completion of this course participants should be able to:

- start Acrobat DC and have a basic understanding of its workspace
- work with toolbars and menus
- navigate and view PDFs using various methods
- create PDFs
- edit content in a PDF
- modify and work with the pages of a PDF document
- create and manage bookmarks
- combine multiple documents into a single PDF or a portfolio
- create and work with PDF forms
- use comments and other review processes to work collaboratively on a PDF
- search one or more documents for words or phrases
- work confidently with some of the security options in Acrobat
- share a PDF by exporting it, saving it and printing it
- access and use the Help options available in Acrobat

Course Content
The course covers:

Starting With Acrobat DC
- Understanding Acrobat and PDFs
- Understanding Adobe Document Cloud
- Starting Adobe Acrobat in Windows 8
- 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

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- 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

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

What You Take Away:	At the completion of the course, you get to take away the extensive coursebook for future reference.
What You Need To Know:	This course assumes no prior knowledge of Adobe Acrobat. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.
Measure of Success:	A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.
Certificate:	Upon successful completion of the workshop, you will be issued with an official course certificate
Which Course Next?:	This is the most advanced Adobe Acrobat Course
Dates & Times:	Please refer to separate workshop schedule.
Course Policies Warranty:	There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course