# ADOBE ACROBAT DC PRO TRAINING PROGRAM

Adobe Acrobat is commonly used now in corporate environment to prepare PDFs, reviewing any PDF or secure ones, and archiving PDFs. Users can create interactive forms for electronic publishing across internet or downloaded upon request.

Press/Print service providers are increasingly using Acrobat to handle all jobs accurately.



## **COURSE CONTENTS**

- 01. Introducing Adobe Acrobat
  - About Adobe PDF
- 02. Looking at the Work area
  - Working with Acrobat task buttons
  - Navigating your document
- 03. Creating Adobe PDF files
  - Using the Create PDF command
  - Converting and combining different file types
  - Creating PDF through print command
  - About Adobe PDF presets
  - Reducing file size

# 04. Combining Files in PDF Packages

- Collecting PDF files in a package
- Creating Adobe PDF Portfolio
- Search and print PDF packages

# 05. Creating Adobe PDF from Web Pages

- Creating Adobe PDF files from web pages
- Connecting to the Web
- Updating converted web pages.

# 06. Converting Email files to Adobe PDF

- Converting email messages to Adobe PDF
- Sorting converted emails

## 07. Working with PDF files

- Changing Adobe PDF view and display
- Search and print PDf documents
- Filling out PDF forms
- Comparing documents

#### 08. Editing PDF documents

- Editing Adobe PDF pages
- Editing links
- Inserting one PDF file into another PDF file
- Using bookmarks.

## 09. More About Editing

- Editing and copying text and images from PDF
- Editing images using the TouchUp object tool
- Converting PDF pages to image format files
- Reducing the file size

### 10. Electronic commenting

- · Working with comments
- Marking up document
- Printing document with comments
- Inviting users of Adobe Reader to participate in reviews

# 11. Adding Signatures and Security

- Creating and adding digital signatures
- Creating digital IDs
- Looking at security settings
- Adding security to PDF files
- Adding Passwords
- Certifying PDF files

## 12. Working with Forms in Acrobat

- Converting paper forms to interactive PDF
- Adding text fields
- Distributing forms
- Tracking and managing forms

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