



Adobe Acrobat Pro DC: Introduction

Adobe Acrobat Pro DC puts the power of the Portable Document Format, literally, at your fingertips. By taking advantage of the functionality & features available in Acrobat, you will ensure the integrity of your documents regardless of who views them.

Length Days: 1 | Length Hours: 8

Prerequisites

Using Microsoft Windows 8

PowerPoint 2013 - Part 1

Word 2013 - Part 1

To ensure your success in this course, you should have basic experience with computers and exposure to Windows 8, as well as common productivity tools such as Microsoft Office Word & Microsoft Office PowerPoint. You can obtain this level of skill & knowledge by taking the following courses: Using Microsoft Windows 8 Microsoft Windows 8 Transition from Windows 7 Microsoft Office Word 2013: Part 1 Microsoft Office PowerPoint 2013: Part 1

Target Audience

This course is for individuals who are new to Adobe Acrobat Pro, but need to create and share PDF files and PDF portfolios. Students should have some experience using office productivity applications, such as word processor, a multimedia presentation application, or a spreadsheet application.

Course Objectives

In this course, you will create and work with PDF documents. You will:

- Access information in a PDF document
- Create and save PDF documents
- Navigate content in a PDF document
- Modify PDF documents
- Review PDF documents
- Convert PDF documents

Course Outline

1 - Accessing PDF Documents

Topic A: Open a PDF Document Topic B: Browse a PDF Document

2 - Creating and Saving PDF Documents

Topic A: Create and Save a PDF Document from an Existing Document Topic B: Create a PDF Document from a Web Page Topic C: Combine Multiple PDF Documents

3 - Navigating Content in a PDF Document

Topic A: Perform a Search in a PDF Document Topic B: Search Multiple PDF Documents Topic C: Work with Bookmarks Topic D: Create Links and Buttons

4 - Modifying PDF Documents

Topic A: Manipulate PDF Document Pages Topic B: Edit Content in a PDF Document Topic C: Add Page Elements

5 - Reviewing PDF Documents

Topic A: Add Comments and Markup Topic B: Compare PDF Documents Topic C: Initiate and Manage a Review Topic D: Digitally Sign PDF Documents

6 - Converting PDF Files

Topic A: Reduce the File Size of a PDF Document Topic B: Optimize PDF Files Topic C: Convert and Reuse PDF Document Content