Adobe Acrobat Pro DC

Course Length: 1-day (8:30am – 4:00pm)

Course Cost $310.00 + applicable taxes

Overview

Communicating ideas and information is the cornerstone of organizational operations. And, electronic forms of communication have made the transfer of knowledge quick, easy, and inexpensive. The ability to harness the potential of electronic forms of communication is critical in nearly every type of organization. But, in many, if not most, organizations, people work with a wide variety of devices running on a wide variety of platforms. And sometimes, what works well or looks good on one device, won't work at all on another device. Or, your carefully designed and formatted document may end up looking like a jumbled mess on someone else's computer. So, how do you balance the need to communicate ideas to large groups of people with the enormous diversity found in today's electronic devices? The answer: you don't have to because Adobe® created the Portable Document Format (PDF) as a solution to incompatible document formats.

Adobe® Acrobat® Pro DC puts the power of the Portable Document Format, literally, at your fingertips. By taking advantage of the functionality and features available in Acrobat, you will ensure the integrity of your electronic documents regardless of who views them, on what devices, or with what operating systems. And that will give you the confidence and peace of mind that comes with knowing that what you meant to communicate is what your document recipients will see.

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 Content

Lesson 1: Accessing PDF Documents
Topic A: Open a PDF Document

Topic B: Browse a PDF Document

Lesson 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

Lesson 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

Lesson 4: Modifying PDF Documents
Topic A: Manipulate PDF Document Pages
Topic B: Edit Content in a PDF Document
Topic C: Add Page Elements

Lesson 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

Lesson 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