

## Course duration

- 1 day

## Course Benefits

- Learn how to work with toolbars and task panels.
- Learn keyboard shortcuts for selecting tools.
- Learn to navigate PDF files.
- Learn to set up preferences and customize tools.
- Learn to set preferences for reading, searching, printing, and sharing PDF files.
- Learn to work with bookmarks and links.
- Learn to edit documents.

### Available Delivery Methods

#### **Public Class**

Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

#### **Private Class**

Private classes are delivered for groups at your offices or a location of your choice.

## Course Outline

1. Introducing Adobe Acrobat DC
  1. About Adobe PDF
  2. About Adobe Acrobat
  3. About Adobe Reader
  4. Adobe PDF on the Web
  5. Adding Adobe Reader Installers
  6. Opening a PDF File
  7. Working with the Toolbars
  8. Working with Task Panes
  9. Same Tools, Different Locations
  10. Panels in the Tools Pane
  11. Using Keyboard Shortcuts to Select Tools
  12. Navigating PDF Documents
  13. Viewing PDF Presentations in Full Screen Mode

14. Viewing PDF Files in Read Mode
15. Designing Documents for Online Viewing
16. Setting Acrobat Preferences for Web Browsing
17. Customizing the Quick Tools Toolbar
18. Creating a Custom Tool Set
2. Creating Adobe PDF Files
  1. Using the Create Command
  2. Dragging and Dropping Files
  3. Creating Adobe PDFs from Microsoft Office Files (Mac OS)
  4. Converting and Combining Different Types of Files
  5. Inserting a Blank Page
  6. Using PDFMaker
  7. PDFMaker Options
  8. Using the Print Command to Create Adobe PDF Files
  9. Adobe PDF Presets
  10. Reducing File Size
  11. Optimizing PDF Files (Acrobat Pro Only)
  12. Creating Files from the Clipboard
  13. Scanning a Paper Document
  14. Making Scanned Text Editable and Searchable
  15. Converting email Messages to PDF (Windows)
  16. Converting Web Pages to Adobe PDF
3. Reading and Working with PDF Files
  1. Changing the Opening View
  2. About the Onscreen Display
  3. Reading PDF Documents
  4. Searching PDF Documents
  5. Printing PDF Documents
  6. Printing Booklets
  7. Filling out PDF Forms
  8. About Flexibility, Accessibility, and Structure
  9. Sharing PDF Files
4. Enhancing PDF Documents
  1. Examining the Work File
  2. Moving Pages with Page Thumbnails
  3. Manipulating Pages
  4. Renumbering Pages
  5. Managing Links
  6. Applying Bates Numbering
  7. Working with Bookmarks
  8. Naming Bookmarks Automatically
  9. Adding Multimedia Files
  10. Setting Document Properties and Metadata
  11. Setting Up Presentations
5. Editing Content in PDF Files
  1. Editing Text
  2. Redacting Text (Acrobat Pro Only)

- 3. Working with Images in a PDF File
- 4. Copying Text and Images from a PDF File
- 5. Exporting PDF Content to a PowerPoint Presentation
- 6. Saving PDF Files as Word Documents
- 7. Extracting PDF Tables as Excel Spreadsheets
- 6. Using Acrobat with Microsoft Office Files (Windows)
  - 1. About Acrobat PDFMaker
  - 2. Converting Microsoft Word Files to Adobe PDF
  - 3. Creating Adobe PDF Files from Word Mail-merge Templates
  - 4. Converting Excel Documents and Starting a Review
  - 5. Converting PowerPoint Presentations
  - 6. Converting Web Pages from Internet Explorer

## **Class Materials**

Each student will receive a comprehensive set of materials, including course notes and all the class examples.