KnowledgeWave

Adobe Acrobat Pro DC

Course Length: 1 day

Course Description

Overview

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 regards of who views them.

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

Course Content

Lesson 1 – Accessing PDF Documents
- Open a PDF Document
- Browse a PDF Document

Lesson 2 – Creating and Saving PDF Documents
- Create and Save a PDF from an Existing Document
- Create a PDF Document from a Web Page
- Combine Multiple PDF Documents

Lesson 3 – Navigating Content in a PDF Document
- Perform a Search
- Search Multiple PDF Documents
- Work with Bookmarks
- Create Links and Buttons

Lesson 4 – Modifying PDF Documents
- Manipulate PDF Document Pages
- Edit Content in a PDF Document
- Add Page Elements

Lesson 5 – Reviewing PDF Documents
- Add Comments and Markup
- Compare PDF Documents
- Initiate and Manage a Review
- Digitally Sign PDF Documents

Lesson 6 – Converting PDF Files
- Reduce the File Size of a PDF Document
- Optimize PDF Files
- Convert and Reuse PDF Document Content