



## Adobe Acrobat DC Professional Course Outline: Essentials

Duration: 1 Day

### Prerequisites:

Basic computer skills

### Course Objectives

At the end of this course the learner will be able to create and edit & reuse PDF's. Add interactivity, compare files, reduce file size and export to Microsoft Office applications.

### Introduction

- Difference between Acrobat Reader, Acrobat Professional & Acrobat Standard
- What are PDF documents?

### Workspace

- Viewing PDFs & viewing preferences
- Adjusting PDF views
- Navigating PDF pages
- Searching PDFs

### Creating PDFs

- Overview of PDF creation
- Create PDFs with PDFMaker (Windows)
- Adobe PDF conversion settings

### Editing PDFs

- Edit scanned PDFs
- Optimizing PDFs
- Links & attachments in PDFs
- Page thumbnails & bookmarks in PDFs
- Rotate, move, delete & renumber PDF pages
- Find & Replace

### Combining files

- Combine or merge files into a single PDF
- Add headers, footers & Bates numbering to PDFs
- Crop PDF pages
- Add watermark or backgrounds to PDFs
- Overview of PDF Portfolios
- Create & customize PDF Portfolios
- Publish & share PDF Portfolios

### Saving and exporting PDFs

- Saving PDFs
- Export PDFs to other file formats
- Reusing PDF content

### Sharing, reviews, and commenting

- Share & track PDFs online
- Mark up text with edits
- Preparing for a PDF review
- Participating in a PDF review
- Use annotation and drawing markup tools to add comments in PDFs
- Adding a stamp to a PDF
- Managing comments (view, reply, print)
- Importing and exporting comments

### Electronic signatures

- Sign PDF documents
- Capture your signature on mobile & use it everywhere
- Send PDF documents for signature
- Certificate-based signatures
- Validating digital signatures
- Manage trusted identities

### Security

- Overview of security in Acrobat and PDFs
- Securing PDFs with passwords