



Acrobat Document Cloud Professional Course Outline

Duration: 2 Days

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 inter-activity, compare files, reduce file size and export to Microsoft Office applications.

Related Courses:

Adobe® InDesign

Introduction

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

Workspace

- Viewing PDFs & viewing preferences
- Adjusting PDF views
- Connecting your online storage accounts (Box, OneDrive, Dropbox, SharePoint, Google Drive)
- Grids, guides & measurements in PDFs
- Document Cloud notifications
- Rotate, move, delete & renumber PDF pages
- Convert or export PDFs to other file formats
- Navigating PDF pages
- Viewing PDF presentations in Full Screen mode
- Viewing PDF files in Read mode
- Designing documents for different viewing conditions

Creating PDFs

- Overview of PDF creation
- Create PDFs with PDFMaker (Windows)
- Print to PDF
- Scan documents to PDF
- Drag and drop
- Using the Adobe PDF printer
- Converting web pages to PDF
- PDF fonts (embedding)
- Creating PDFs with Acrobat Distiller
- Adobe PDF conversion settings

Editing PDFs

- Edit images or objects in a PDF
- Edit scanned PDFs
- Enhance document photos captured using a mobile camera
- Optimizing PDFs
- PDF properties & meta data
- Links & attachments in PDFs
- PDF layers
- Page thumbnails & bookmarks in PDFs
- Converting PDFs to web pages
- Setting up PDFs for a presentation
- PDF articles
- Add media (Flash media no longer supported)

Combining files

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

Saving and exporting PDFs

- Saving PDFs
- File format options for PDF export
- Reusing PDF content

Searching and indexing

- Creating PDF indexes
- Searching PDFs
- Using Advance Search

Sharing, reviews, and commenting

- Share & track PDFs online
- Mark up text with edits
- Preparing for a PDF review
- Starting a PDF review
- Hosting shared reviews on SharePoint or Office 365 sites
- 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
- Tracking and managing PDF reviews
- Adobe Document Cloud for Outlook

Forms

- PDF forms basics
- Filling in PDF forms
- Form field objects
- Setting tab order
- PDF form field properties
- Fill & sign PDF forms
- Setting action buttons in PDF forms
- Distributing forms
- Collecting & managing PDF form data
- Calculating & validating form fields
- About form tracker
- Creating Adobe Sign Form Fields
- Adding form fields manually (keyboard)
- Changing tab order of form fields (keyboard)

Multimedia and 3D models

- Add audio, video & interactive objects to PDFs
- Adding 3D models to PDFs (Acrobat Pro)
- Displaying 3D models in PDFs
- Measuring 3D objects in PDFs
- Setting 3D views in PDFs
- Enable 3D content in PDFs
- Commenting on 3D designs in PDFs
- Playing video, audio & multimedia formats in PDFs

Accessibility, tags, and reflow

- Create & verify PDF accessibility (Acrobat Pro)
- Accessibility features in PDFs
- Reading Order tool for PDFs (Acrobat Pro)
- Reading PDFs with reflow & accessibility features
- Edit document structures with the Content & Tags panels (Acrobat Pro)

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
- Enhanced security setting for PDFs
- Securing PDFs with passwords
- Digital IDs
- Securing PDFs with certificates
- Opening secured PDFs
- Redaction

- Setting up security policies for PDFs
- Choosing a security method for PDFs
- Security warnings when a PDF opens
- Attachments as security risks
- Allow or block links to the Internet in PDFs

Actions

- What are actions
- Using Actions
- Using predefined actions
- Creating an action