



## Adobe Acrobat Studio Essentials

Duration: 1 Day

### Course Objectives

By the end of this 1-day course, learners will confidently create, edit, enhance, and share PDFs using Adobe Acrobat Studio. They'll leverage AI-powered tools, Express integration, and collaborative PDF Spaces to save time, improve accuracy, and streamline document workflow — from creation and editing to signatures and secure sharing.

### Prerequisites:

Participants should:

- Be comfortable using Windows or macOS (open, save, and navigate files).
- Have basic experience working with documents (Word, PowerPoint, etc.).
- No prior Adobe Acrobat experience required — all tools will be introduced hands-on.

### Related Courses:

Adobe® Acrobat Professional Advanced, Adobe® Express Premium (Full Day)

### Module 1: Getting Started with Acrobat Studio

Objective: Understand the Acrobat Studio environment and connected apps.

- Overview of the Acrobat Studio dashboard and ecosystem.
- How Acrobat Studio integrates Document Cloud, Microsoft OneDrive, SharePoint and Google Drive
- Navigating between Create, Edit, Comment, Sign, and Share workspaces.
- Overview of cloud-based storage and collaboration in Adobe Document Cloud.

### Module 2: Creating and Combining PDFs

Objective: Learn to build, organize, and prepare PDFs efficiently.

- Creating PDFs from Word, PowerPoint, Excel, or scanned documents.
- Combining multiple files into one organized PDF portfolio.
- Using AI Assistant to auto-generate a table of contents or summaries.
- Creating fillable forms from existing documents (auto-detect form fields).

### Module 3: Editing and Enhancing PDFs

Objective: Master core editing features and design integration.

- Editing text, images, and links directly in the PDF.
- Adding headers, footers, watermarks, and page numbers.
- Converting scanned images into editable text using OCR (Text Recognition).
- Integrating with Adobe Express:
  - Enhance visuals (replace images, add brand).
  - Create visually engaging covers or infographics for reports.
  - Apply templates and export back to Acrobat instantly.
  - Resize documents
  - Remove backgrounds from images

#### Module 4: Reviewing, Commenting & Collaborating

Objective: Learn efficient teamwork and feedback workflows.

- Adding comments, highlights, sticky notes, and drawing markup.
- Sharing for review via links or email – no attachments needed.
- Tracking and resolving feedback efficiently.

#### Module 5: PDF Spaces – Collaborative Document Management

Objective: Introduce Acrobat Studio's new PDF Spaces feature for team productivity.

- What PDF Spaces are and how they differ from individual PDFs.
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- Creating shared Spaces for projects or teams.
- Creating and edit new roles and how to assign them
- Tracking activity and updates within Spaces.
- Integrating with Adobe Express and Document Cloud for asset reuse.

#### Module 6: E-Signatures and Workflow Automation

Objective: Learn to manage approvals and secure signatures digitally.

- Converting forms into editable, digital versions.
- Sending documents for e-signatures.
- Adding signature fields and setting signing order.
- Tracking sign status and automatic reminders.
- Setting up templates for recurring signature workflows.

#### Module 7: Securing and Protecting PDFs

Objective: Ensure professional document security and compliance.

- Password protection and permission settings (view, edit, print).
- Redacting sensitive information safely.
- Using AI Assistant to identify potential privacy or data issues.

#### Module 8: Smart Output & Productivity Boosters

Objective: Use AI and automation to work faster and smarter.

- Using AI Assistant to:
  - Generate executive summaries.
  - Answer questions about document content.
  - Extract key data tables or references.
  - Using AI Assistant to rewrite, summarize, or clarify text in PDFs.
- Exporting PDFs to Word, Excel, PowerPoint, or images with accurate formatting.