



# Adobe Acrobat DC

Full Day Course



# Topics Covered:

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## **Starting With Acrobat DC**

Understanding Acrobat and PDFs  
Understanding Adobe Document Cloud  
Starting Adobe Acrobat in Windows 8  
Understanding Views  
Understanding the Home View  
Opening an Existing PDF File  
Understanding the Document View  
Understanding the Tools View  
Exiting Acrobat

## **Using Toolbars and Menus**

Using Menus  
Working With Toolbars  
Using Tools  
Understanding Custom Toolsets  
Creating a Custom Toolset

## **Navigating and Viewing PDFs**

Using the Navigation Pane  
Understanding Page Navigation  
Using Page Navigation Tools  
Using Navigation Panels  
Adjusting PDF Views  
Understanding the Page  
Magnification Tools  
Using the Zoom Tools  
Using Split-Window View  
Working With Multiple Documents

## **Creating PDFs**

Understanding Saving  
Creating a PDF From a Single File  
Creating a PDF Using Drag and Drop  
Creating a PDF From Clipboard Content  
Creating Multiple PDFs From Multiple Files  
Understanding Acrobat PDFMaker  
Creating a PDF From a Microsoft Office File  
Creating a PDF Using the PDF Printer Driver  
Converting a Web Page to PDF in a Browser  
Converting Web Pages to PDF in Acrobat  
Creating a PDF From a Scanner  
Enhancing a Scanned PDF  
Creating a Postscript File  
Understanding Acrobat Distiller  
Creating a PDF Using Distiller

## **Editing PDFs**

Editing Existing Text  
Adding New Text  
Adding an Image  
Editing Scanned PDFs

Adding a Link  
Adding a Web Link  
Converting a URL to a Live Link  
Editing Links  
Creating Links to Another PDF  
Creating Destination Links  
Understanding Multimedia

## **Working With Pages**

Selecting and Moving Pages  
Inserting and Deleting Pages  
Extracting Content  
Replacing Pages  
Cropping Pages  
Renumbering Pages  
Adding Headers and Footers  
Adding Watermarks  
Adding Backgrounds  
Attaching Documents to a PDF  
Managing Attachments

## **Bookmarks**

Creating Bookmarks in a Source Document  
Creating Bookmarks Manually  
Editing Bookmark Destinations  
Nesting Bookmarks  
Changing the Appearance of Bookmarks  
Bookmarks Actions

## **Combining Documents**

Merging Multiple Files Into a PDF  
Creating a PDF Portfolio  
Editing a Portfolio  
Editing Files in a Portfolio  
Securing a PDF Portfolio

## **Forms**

Understanding PDF Forms  
Starting a Form With the Form Wizard  
The Prepare Form Toolbar  
Editing Form Fields  
Form Field Names  
Adding Text Fields  
Changing Field Properties  
Field Properties  
Numeric Fields  
Numeric Field Properties  
Calculating Fields  
Calculation Field Properties  
Adding Hidden Fields  
Adding Radio Buttons  
Adding Dropdown Lists  
Adding a Submit Button  
Creating Multiple Copies of Fields

Adding Reset and Cancel Buttons  
Testing Your Form  
Editing a Tested Form  
Distributing Forms by Email  
Tracking Forms  
Returning a Completed Form  
Understanding the Form Responses File  
**Working Collaboratively**  
Understanding Comments  
The Comment Toolbar  
Adding Sticky Notes  
Using the Annotations Tools  
Adding Comments Using Drawing Tools  
Inserting Digital Identity Stamps  
Understanding the Acrobat Review Processes  
Initiating an Email Review  
Returning a Reviewed PDF  
Merging Review Comments  
Understanding the Comments Panel  
Managing Comments  
Summarising Comments  
**Finding and Searching**  
Understanding Finding and Searching  
Finding Words  
Searching Multiple PDFs  
Performing an Advanced Search  
**Document Security**  
Understanding Document Security  
Adding a Document Open Password  
Changing Password Protection  
Adding Permissions Passwords  
Removing Password Protection  
Creating a Self-Signed Digital ID  
Certifying a PDF  
Digitally Signing a PDF  
Exporting a Digital ID Certificate  
Verifying a Digital Signature  
Encrypting for Certain IDs Using Certificates  
Creating a User Security Policy  
Applying a Security Policy  
Sending Files as a Secure Attachment  
**Saving, Exporting and Printing**  
Understanding Save Options  
Understanding Export Options  
Exporting to Word  
Exporting to an Image  
Exporting to HTML  
Understanding the Print Dialog Box



# Course Details:

## Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

## Envisage Training:

- Computer Training
- ICT & Software Applications
- Professional Development
- Training Needs Analysis

## Delivery Modes:

- On-Site
- Customised Courses



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Acrobat DC

**Duration:** 1 Full Day

## Who Should Attend:

The skills and knowledge acquired in this workshop are sufficient to be able to create and edit PDFs, use forms, collaborate with others and secure your documents.

## Course Pre-requisites:

This workshop assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## Course Outcomes:

At the completion of this course you should be able to:

- start Acrobat DC and have a basic understanding of its workspace
- work with toolbars and menus
- navigate and view PDFs using various methods
- create PDFs
- edit content in a PDF
- modify and work with the pages of a PDF document
- create and manage bookmarks
- combine multiple documents into a single PDF or a portfolio
- create and work with PDF forms
- use comments and other review processes to work collaboratively on a PDF
- search one or more documents for words or phrases
- work confidently with some of the security options in Acrobat
- share a PDF by exporting it, saving it and printing it
- access and use the Help options available in Acrobat