

Class Title: Adobe Acrobat Essentials

Duration: 2 Days

1. Explore the Acrobat Workspace

- 1.1. Navigate and View PDF Documents
- 1.2. Use Tools, Toolbars, Task Panes and Panels
- 1.3. Search Tools

2. Creating Adobe PDF Documents

- 2.1. Create PDF Documents from Word, Excel and PowerPoint
- 2.2. Create PDF Documents Using the Print Command and Presets
- 2.3. Create PDF Documents from Web Pages
- 2.4. Convert and Combine Multiple Files to PDF
- 2.5. Optimize PDF Files
- 2.6. Set Properties and Initial View

3. Modifying PDF Documents

- 3.1. Add, Remove, and Reorder PDF Document Pages
- 3.2. Add Headers, Footers and Page Numbering
- 3.3. Add and Edit Text and Images
- 3.4. Add Multimedia
- 3.5. Copying Text and Images from a PDF File
- 3.6. Redacting Text

4. Export PDF Documents to Other Formats

- 4.1. Export Text and Worksheet Data
- 4.2. Export Images
- 4.3. Batch Export

5. Adding PDF Navigation Aids

- 5.1. Add Bookmarks
- 5.2. Add Hyperlinks
- 5.3. Create Links to Named Destinations

6. Secure PDF Documents

- 6.1. View Security Settings
- 6.2. Add Security to PDF Files
- 6.3. Using Digital Signature
- 6.4. Signing PDF Documents

7. Reviewing PDF Documents

- 7.1. Prepare a PDF Document for Review
- 7.2. Add Comments and Markups to a PDF Document
- 7.3. Compile and View Document Comments
- 7.4. Import and Export Comments

8. Working with Acrobat Forms

- 8.1. Converting PDF Files to PDF Forms
- 8.2. Adding Form Fields
- 8.3. Setting Form Field Properties
- 8.4. Creating and Formatting Date and Value Fields
- 8.5. Calculations using Form Fields
- 8.6. Managing Form Fields
- 8.7. Distributing Forms
- 8.8. Tracking Forms
- 8.9. Working with Form Data

9. Using Actions to Automate PDF Processes

- 9.1. Using the Action Wizard
- 9.2. Using Predefined Actions
- 9.3. Creating a New Action
- 9.4. Managing Actions