

Acrobat Fundamentals

Course Outline

Course Objective

In this course students will learn how to create and use PDF's using Adobe Acrobat. You will learn how to safeguard your work with the various security features and how to product high quality PDFs for printing purposes. PDFs are widely used throughout document handling. This course will ensure you have the skills needed to work with those PDF's.

Agenda

1. Acrobat DC Introduction
 - a. Interface
 - b. Setting Preferences
 - c. Viewing PDF Files in Read Mode
 - d. Viewing PDF Presentations in Full Screen Mode
 - e. Splitting the View of a Document
 - f. The Toolbars, Task Panes and Panels
 - g. Showing More Tools in Existing Sets

2. Creating PDFs from MS Office
 - a. Exporting MS Office Document to PDF Format
 - b. PDF Maker Options

3. Creating PDFs from Acrobat
 - a. Creating PDFs from Acrobat
 - b. Creating PDFs from Files
 - c. Adding Pages
 - d. Adding Bookmarks
 - e. Combining Files in Acrobat
 - f. Numbering PDFs with Headers and Footers

4. Repurposing PDF Content
 - a. Repurposing PDFs
 - b. Exporting to Excel

5. Editing PDF Content
 - a. Enhancing and Editing PDF Files
 - b. Inserting a Page
 - c. Rotating a Page
 - d. Deleting a Page
 - e. Renumbering Pages
 - f. Editing & Adding Links
 - g. Adding Multimedia Files
 - h. Editing Text
 - i. Setting Document Properties & Adding Metadata
 - j. Copying Text and Images from a PDF File
 - k. Editing Images and Other Objects in PDF Files

6. Web Capture
 - a. Creating a PDF from Web Pages

7. Optimizing Files
 - a. Reducing PDF File Size
 - b. Attaching Files to PDFs

8. Creating PDF Portfolios
 - a. Creating PDF Portfolios

9. Search and Find
 - a. Searching PDFs
 - b. Finding Words in PDF Files
 - c. Advanced Search Options

10. Reviewing and Commenting on PDF Files
 - a. Reviewing and Commenting on PDF Files
 - b. Adding Comments to a PDF
 - c. Working with Comments
 - d. Summarizing Comments
 - e. Conducting a Review
 - f. Compare a Revised PDF to an Earlier Version

11. Cropping and Page Sectioning
 - a. Rotating, Cropping and Numbering PDF Pages
 - b. Extracting pages and Splitting a Document
 - c. Extract pages in a PDF

12. Security
 - a. Securing PDF Files
 - b. Removing Password & Permissions Security
 - c. Security Policies
 - d. Using Security Envelopes

13. Using Actions
 - a. Using Actions
 - b. Creating an Action
 - c. Adding Steps to an Action
 - d. Saving an Action
 - e. Testing an Action
 - f. Sharing Actions

14. Redaction
 - a. Removing Sensitive Information from PDF files by Applying Redaction
 - b. Changing the Appearance of Redaction
 - c. Searching Text for Redaction

15. Recognizing Text in Scanned PDFs
 - a. Using OCR to Recognize Text in Scanned Files

16. Creating Fillable Forms

- a. Overview of PDF Form Fields
- b. Automatically Creating an Interactive PDF Form
- c. Manually Creating an Interactive PDF Form
- d. Adding Different Types of Fields
- e. Text Fields
- f. Aligning Fields
- g. Signature Fields
- h. Dropdown Lists
- i. Radio Buttons
- j. Additional Text Fields
- k. Show & Hide Fields
- l. Adding Show/Hide Actions to Radio Buttons
- m. Hidden Calculation Fields - Price
- n. Placing Multiple Fields
- o. Resizing, Aligning & Distributing Fields
- p. Calculation Fields – Quantity

17. Form Field Calculations

- a. Calculation Fields - Total
- b. Adding Fields with Minimum & Maximum Values
- c. Calculation Fields - Subtotals
- d. Calculation Fields - Tax
- e. Calculation Fields - Order Total
- f. Setting Up a Pop-Up Window with a Rollover Button
- g. Creating a Print Button
- h. Creating a Save Button
- i. Creating a Submit Button
- j. Submit Form Selections Options
- k. Creating a Reset Button
- l. Setting the Tab Order for Form Fields
- m. Tips for Saving Forms for Users of Adobe Reader
- n. Replicating Forms
- o. Replacing Pages
- p. Collecting Form Data

Course Length: 2 Day

Prerequisite: Windows and Mouse Skills