

[AADC]: Adobe Acrobat Pro DC

Length : 1 Day
Delivery Method : Instructor-led (Classroom)

Course Synopsis

This course is for new and existing Acrobat users whom want to learn how to manage the PDF content without much effort. After the course, the participant will be able to edit, comment, prepare, and secure the PDF content professionally.

Course Outline

Module 1: Familiarizing with workspace

Lessons

- Dropbox integration in the Home view
- Document views
- Tools center by categories
- Tabbed interface enhancements
- Tile tabs vertically or horizontally
- Acrobat DC update preferences

Module 2: Viewing PDF content

Lessons

- Navigation pane
- Create quick links
- Navigate with articles
- Build bookmarks
- Automatically Scroll document
- Read and Full Screen mode
- Split window view
- Compare PDF documents
- PDF Portfolio

Module 3: Running Analysis

Lessons

- Grids and Guides

Module 4: Creating and Converting to PDF

Lessons

- Single-click to create PDF
- Create PDF from file
- Create multiple PDFs from multiple files
- Setup conversion settings
- Convert to different file formats

AVANTUS TRAINING PTE LTD

80 Jurong East Street 21 #04-04 Devan Nair Institute Singapore 609607

Main Line: +65 6661 0888 | Fax: +65 6661 0886

Email: enquiries@AvantusTraining.com

www.AvantusTraining.com

- Improvements in export to Word, Excel, and PowerPoint
- Convert paper documents to PDF
- Convert web pages to PDF
- Optimize PDF
- Combine files in single PDF

Module 5: Editing PDF content**Lessons**

- Edit text in PDF
- Edit images or objects in a PDF
- Perform OCR
- Create new list items in PDF
- Add Interactivity
- Add header and footer
- Add background and watermark
- Organize pages

Module 6: Commenting in PDF**Lessons**

- Annotations and markup tools overview
- Commenting preferences
- Change the look of comments
- Add sticky note, text comment, and shapes
- Spell check and reply to comments
- Create custom stamp for document
- Manage comments
- Print a comment summary

Module 7: Performing search**Lessons**

- Search across multiple PDFs

Module 8: Sign PDF documents**Lessons**

- Electronic signature with Fill and Sign

Module 9: Secure in PDF**Lessons**

- Password security and restricting printing, editing, and copying

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