

# Mastering Adobe Acrobat Pro DC – 1 day



## Pre-requisites

To ensure your success in this course, you should have experience with computers and exposure to Windows, as well as common productivity tools such Microsoft Office Word.

## Description

Do you need to:

- Create, manipulate, and liberate your PDF documents?

## Aim

In this engaging **Mastering Adobe Acrobat Pro DC** course, you will learn to use Adobe Acrobat Pro DC to convert documents to PDF files, search within PDF documents, edit and mark-up PDF documents, and convert and optimise PDF files.

## Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- Access information in a PDF document
- Create and save PDF documents
- Navigate content in a PDF document
- Modify and Enhance PDF documents
- Review PDF documents
- Convert PDF documents
- Finalise PDF files for printing

## Topics Covered

Key topics covered on this course include:

### Accessing PDF Documents

- Open a PDF document
- Browse a PDF document
  - Workspace
  - Document View
  - Task Panes
  - Menus and Context menus
  - Navigation Pane and panels

### Creating and Saving PDF Documents

- Create a PDF document from an existing document
- Create a PDF document for a web page
- Combine multiple PDF documents
  - PDF Portfolios

### Navigating Content in a PDF Document

- Perform a searching a PDF document
- Search multiple PDF documents
- Work with bookmarks
- Create links and buttons

### Modifying PDF Documents

- Manipulate PDF document pages
  - Page numbering
  - Page extraction
  - Document splitting
- Edit content in a PDF document
- Add page elements
  - Image formatting
  - Headers / Footers
  - Watermarks

### Enhancing PDF Documents

- Enhance PDF document Accessibility
- Manage the Security of PDF documents
  - Redacting documents for privacy

### Reviewing PDF Documents

- Add comments and markup
- Compare PDF documents
- Initiate and manage a review
  - Participating in a Shared Review
  - Digitally signing PDF documents
- Validate PDF documents

### Creating Interactive PDF Forms

- Create a PDF form
- Compile and manage PDF form data

### Converting PDF Files

- Reduce the file size of a PDF document
- Optimise PDF files
- Convert and reuse PDF document content

### Finalising PDF Files for Printing



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