



# Adobe Acrobat - Fundamentals

## Course Aim

Adobe Acrobat is used to view, create, manipulate, print and manage files in Portable Document Format (PDF).

The skills and knowledge acquired in the Adobe Acrobat Fundamentals course will help participants to:

- be able to create and edit PDFs,
- use forms,
- collaborate with others ,
- and secure your documents.

## Course Duration:

One day: 9:00am - 4:30pm

## Inclusions:

Each participant will receive a comprehensive course manual and relevant exercise files.

## Course Topics:

### Starting With Acrobat DC

- Understanding Acrobat and PDFs
- Working with Views
- Using Toolbars and Menus
- Using Menus

### Using Tools

- Using Toolbars
- Understanding Custom Toolsets

### Navigating and Viewing PDFs

- Using the Navigation Pane
- Understanding Page Navigation
- Using Navigation Panels
- Using the Zoom Tools
- Working With Multiple Documents

### Creating PDFs

- Various techniques for creating PDF files from different sources
- Creating Multiple PDFs from Multiple Files
- PDF Quality

### Editing PDFs

- Adding and Editing Text
- Moving Objects
- Adding 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 and Backgrounds
- Bookmarks

## Forms

- Understanding PDF Forms
- Starting a Form With the Form Wizard
- The Prepare Form Toolbar
- Distributing Forms by Email
- Tracking Forms
- Returning a Completed Forms and data

## Signatures

- Understanding Signatures
- Sending a File for Signature
- Receiving a File for Signature
- Signing With an E Signature
- Creating a Self-Signed Digital ID
- Digitally Signing a PDF

## Working Collaboratively

- Understanding Comments
- Adding Sticky Notes
- Using the Annotations Tools
- Adding Comments Using Drawing Tools
- Initiating an Email Review
- Returning a Reviewed PDF
- Merging Review Comments
- Managing Comments

## Finding and Searching

- Finding Words
- Searching Multiple PDFs
- Performing an Advanced Search

## Document Security

- Understanding Document Security
- Adding a Document Open Password
- Adding Permissions Passwords

## Saving, Exporting and Printing

- Save and Export Options
- Exporting to Word
- Printing a Document