New Horizons®

Adobe Acrobat Pro DC - Introduction

Summary

Length: 8 hours Level: Foundational

Adobe Acrobat Pro DC puts the power of the Portable Document Format, literally, at your fingertips. By taking advantage of the functionality and features available in Acrobat, you will ensure the integrity of your documents regardless of who views them.

Learning Objectives

In this course, you will create and work with PDF documents. You will:

Access information in a PDF document
Create and save PDF documents
Navigate content in a PDF document
Modify PDF documents
Review PDF documents
Convert PDF documents

Course Outline

1. **Accessing PDF Documents**

   Topic A- Open a PDF Document
   Topic B- Browse a PDF Document

2. **Creating and Saving PDF Documents**

   Topic A- Create and Save a PDF Document from an Existing Document
   Topic B- Create a PDF Document from a Web Page
   Topic C- Combine Multiple PDF Documents

3. **Navigating Content in a PDF Document**

   Topic A- Perform a Search in a PDF Document
   Topic B- Search Multiple PDF Documents
   Topic C- Work with Bookmarks
   Topic D- Create Links and Buttons

4. **Modifying PDF Documents**

   Topic A- Manipulate PDF Document Pages
   Topic B- Edit Content in a PDF Document
   Topic C- Add Page Elements

5. **Reviewing PDF Documents**

   Topic A- Add Comments and Markup
   Topic B- Compare PDF Documents
   Topic C- Initiate and Manage a Review
   Topic D- Digitally Sign PDF Documents

6. **Converting PDF Files**

Topic A- Reduce the File Size of a PDF Document
Topic B- Optimize PDF Files
Topic C- Convert and Reuse PDF Document Content

Audience

This course is for individuals who are new to Adobe Acrobat Pro, but need to create and share PDF files and PDF portfolios. Students should have some experience using office productivity applications, such as word processor, a multimedia presentation application, or a spreadsheet application.

Prerequisites

To ensure your success in this course, you should have basic experience with computers and exposure to Windows 8, as well as common productivity tools such as Microsoft Office Word & Microsoft Office PowerPoint.