



INFOCUS COURSEWARE

Adobe Acrobat DC (2018)



Product Code: INF1788

ISBN: 978-1-925873-04-7

❖ General Description

The skills and knowledge acquired in Adobe Acrobat DC are sufficient to be able to create and edit PDFs, use forms, collaborate with others and secure your documents.

❖ Learning Outcomes

At the completion of this course you should be able to:

- start **Acrobat DC** and have a basic understanding of its workspace
- work with toolbars and menus in **Acrobat**
- navigate and view **PDFs** using various methods
- create **PDFs**
- edit content in a **PDF**
- modify and work with the pages of a **PDF** document
- understand how to access and work in the **Adobe Document Cloud**
- create and manage bookmarks
- combine multiple documents into a single **PDF** or a portfolio
- use comments and other review processes to work collaboratively on a **PDF**
- create and work with **PDF** forms
- search one or more documents for words or phrases
- work confidently with some of the security options in **Acrobat**
- understand how to sign documents and get documents signed
- share a **PDF** by exporting it, saving it and printing it
- access and use the **Help** options available in **Acrobat**

❖ Prerequisites

Adobe Acrobat DC (2018) assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Topic Sheets

176 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

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Contents

Starting With Acrobat DC

- Understanding Acrobat and PDFs
- Understanding Adobe Acrobat Apps and Services
- Understanding Acrobat Mobile Apps
- Starting Acrobat DC in Windows 10
- Understanding Views
- Understanding the Home View
- Understanding the Tools View
- Understanding the Document View
- Opening an Existing PDF File
- Understanding the Adobe Account
- Exiting Acrobat

Using Toolbars and Menus

- Using Menus
- Working With Toolbars
- Using Tools
- Understanding Custom Toolsets
- Creating a Custom Toolset

Navigating and Viewing PDFs

- Understanding Page Navigation
- Understanding the Navigation Pane
- Using the Navigation Pane
- Using Navigation Panels
- Using Page Navigation Tools
- Using Read Mode Page Navigation Tools
- Adjusting PDF Views
- Understanding the Page
- Magnification Tools
- Using the Zoom Tools
- Using Split-Window View
- Working With Multiple Documents

Creating PDFs

- Understanding Saving
- Working With Storage Accounts
- Creating a PDF From a Single File
- Creating Multiple PDFs From Multiple Files
- Creating a PDF From a Scanner
- Enhancing a Scanned PDF
- Creating a PDF From a Webpage
- Creating a PDF From Clipboard Content
- Understanding Acrobat PDFMaker

- Creating a PDF Using Acrobat PDFMaker
- Using the Microsoft Office Save As PDF Feature
- Creating a PDF Using the PDF Printer Driver

Editing PDFs

- Editing Existing Text
- Adding New Text
- Adding an Image
- Editing Scanned PDFs
- Adding a Link
- Adding a Web Link
- Converting a URL to a Live Link
- Editing Links
- Creating Links to Another PDF
- Creating Destination Links
- Understanding Multimedia
- Understanding Comparing Files

Working With Pages

- Selecting and Moving Pages
- Inserting and Deleting Pages
- Extracting Content
- Replacing Pages
- Cropping Pages
- Renumbering Pages
- Adding Headers and Footers
- Adding and Removing Watermarks
- Adding Backgrounds
- Attaching Documents to a PDF
- Managing Attachments

The Document Cloud

- Understanding the Document Cloud
- Accessing the Document Cloud
- Adding Files to the Document Cloud
- Viewing Files in the Document Cloud
- Working With Folders in the Document Cloud
- Working With Files in the Document Cloud
- Working With Document Cloud Files in Acrobat
- Deleting Files and Folders in the Document Cloud

Bookmarks

- Creating Bookmarks in a Source Document
- Creating Bookmarks Manually
- Editing Bookmark Destinations
- Nesting Bookmarks
- Changing the Appearance of Bookmarks
- Bookmarks Actions

Combining Documents

- Merging Multiple Files Into a PDF
- Creating a PDF Portfolio
- Editing a Portfolio
- Editing Files in a Portfolio
- Securing a PDF Portfolio

Working Collaboratively

- Understanding Comments
- The Comment Toolbar
- Adding Sticky Notes
- Using the Annotations Tools
- Adding Comments Using Drawing Tools
- Understanding the Comments Pane
- Inserting Digital Identity Stamps
- Understanding the Acrobat Review Processes
- Understanding the SHARE pane
- Sharing a File for Review
- Understanding the Review Tools
- Viewing and Replying to Review Comments
- Understanding the Comments Panel
- Managing Comments
- Summarising Comments
- Tracking a Review File
- Working With a Received Review File

Forms

- Understanding PDF Forms
- Starting a Form With the Form Wizard
- The Prepare Form Toolbar
- Editing Form Fields
- Form Field Names
- Adding Text Fields
- Changing Field Properties
- Field Properties



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- Numeric Fields
- Numeric Field Properties
- Calculating Fields
- Calculation Field Properties
- Adding Hidden Fields
- Adding Radio Buttons
- Adding Dropdown Lists
- Adding a Submit Button
- Creating Multiple Copies of Fields
- Adding Reset and Cancel Buttons
- Testing Your Form
- Editing a Tested Form
- Distributing Forms by Email
- Tracking Forms
- Returning a Completed Form
- Understanding the Form Responses
- File

Finding and Searching

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

Document Security

- Understanding Document Security
- Adding a Document Open Password
- Changing Password Protection
- Adding Permissions Passwords
- Removing Password Protection
- Understanding the Redact Tool

Signatures

- Understanding Signatures
- Understanding Adobe Sign
- Preparing a File to Send for E Signature
- Working With Standard Fields
- Working With Custom Fields
- Additional Custom Fields
- Sending a File for Signature
- Receiving a File for Signature
- Signing With an E Signature
- Creating a Self-Signed Digital ID
- Certifying a PDF
- Digitally Signing a PDF
- Exporting a Digital ID Certificate
- Verifying a Digital Signature
- Encrypting for Certain IDs Using Certificates
- Creating a User Security Policy
- Applying a Security Policy

Sending Files as a Secure Attachment

Saving, Exporting and Printing

- Understanding Save Options
- Understanding Export Options
- Exporting to Word
- Exporting to an Image
- Exporting to HTML
- Understanding the Print Dialog Box
- Printing a Document

Getting Help

- Understanding the Help Menu
- Using Help
- Searching for Online Help



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