



INFOCUS COURSEWARE

# Adobe Acrobat DC (2018)



Product Code: INF1788

ISBN: 978-1-925873-56-6

## ❖ 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](http://www.watsoniapublishing.com).

*This information sheet was produced on Tuesday, December 04, 2018 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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Product Information



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### Starting With Acrobat DC

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- 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

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- Using Tools
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- Creating a Custom Toolset

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- Using Navigation Panels
- Using Page Navigation Tools
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- Working With Multiple Documents

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- Working With Storage Accounts
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- Creating Multiple PDFs From Multiple Files
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- Understanding Acrobat PDFMaker

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- Adding Backgrounds
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- Viewing Files in the Document Cloud
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- Editing Bookmark Destinations
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### 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
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- Adding Dropdown Lists
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- Adding Reset and Cancel Buttons
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- Understanding Save Options
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- 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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