



Adobe Acrobat DC



INFocus COURSEWARE

Product Code: INF554

ISBN: 978-1-925349-69-6

❖ 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
- navigate and view **PDFs** using various methods
- create **PDFs**
- edit content in a **PDF**
- modify and work with the pages of a **PDF** document
- create and manage bookmarks
- combine multiple documents into a single **PDF** or a portfolio
- create and work with **PDF** forms
- use comments and other review processes to work collaboratively on a **PDF**
- search one or more documents for words or phrases
- work confidently with some of the security options in **Acrobat**
- share a **PDF** by exporting it, saving it and printing it
- access and use the **Help** options available in **Acrobat**

❖ Prerequisites

Adobe Acrobat DC 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

150 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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47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



Contents

Starting With Acrobat DC

- Understanding Acrobat and PDFs
- Understanding Adobe Document Cloud
- Starting Adobe Acrobat in Windows 8
- Understanding Views
- Understanding the Home View
- Opening an Existing PDF File
- Understanding the Document View
- Understanding the Tools View
- Exiting Acrobat

Using Toolbars and Menus

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

Navigating and Viewing PDFs

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

Creating PDFs

- Understanding Saving
- Creating a PDF From a Single File
- Creating a PDF Using Drag and Drop
- Creating a PDF From Clipboard Content
- Creating Multiple PDFs From Multiple Files
- Understanding Acrobat PDFMaker
- Creating a PDF From a Microsoft Office File
- Creating a PDF Using the PDF Printer Driver
- Converting a Web Page to PDF in a Browser
- Converting Web Pages to PDF in Acrobat

- Creating a PDF From a Scanner
- Enhancing a Scanned PDF
- Creating a Postscript File
- Understanding Acrobat Distiller
- Creating a PDF Using Distiller

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

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
- Adding Backgrounds
- Attaching Documents to a PDF
- Managing Attachments

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

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
- 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

Working Collaboratively

- Understanding Comments
- The Comment Toolbar
- Adding Sticky Notes
- Using the Annotations Tools
- Adding Comments Using Drawing Tools
- Inserting Digital Identity Stamps
- Understanding the Acrobat Review Processes
- Initiating an Email Review
- Returning a Reviewed PDF
- Merging Review Comments
- Understanding the Comments Panel
- Managing Comments
- Summarising Comments

Finding and Searching

- Understanding Finding and Searching
- Finding Words





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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
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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Australia
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