INFOCUS COURSEWARE

Adobe Acrobat DC

WATSONIA PUBLISHING

Product Code: INF554 ISBN: 978-1-925298-98-7

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
- 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***.

This information sheet was produced on Tuesday, August 18, 2015 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

AUSTRALIAN MADE & OWNED

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

INFOCUS COURSEWARE

Adobe Acrobat DC

WATSONIA PUBLISHING

Product Code: INF554 ISBN: 978-1-925298-98-7

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

Product Information

AUSTRALIAN MADE & OWNED

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

INFOCUS COURSEWARE

Adobe Acrobat DC

WATSONIA PUBLISHING

Product Code: INF554 ISBN: 978-1-925298-98-7

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

Product Information

AUSTRALIAN MADE & OWNED

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