Adobe Acrobat Pro DC: Acrobat Fundamentals
Level 1 Course Outline

Digital Training & Designs, Inc.

Prerequisites:

Basic Computer and mouse skills

Who Should Attend:

This course is designed for professionals looking to take documents online. Distribute, collaborate and secure documents in PDF format and add interactive features.

Course Duration:

2 days

Class time is 9:00 am – 4:30 am. There is an hour for lunch, and two scheduled breaks during the day. Students provide their own lunch.

Related Training:

Cp Adobe Captivate 9 Level 1 & Level 2

Ps Adobe Photoshop CC Level 1 & Level 2

Adobe Acrobat DC: Acrobat Fundamentals

This course gives Acrobat users the skills they need to work efficiently with the components of Adobe Acrobat Pro DC software, including Acrobat Distiller and Capture. Users explore how Acrobat technology works within the structure of today's workplace and receive a solid foundation for applying Acrobat features to these real-world situations. The hands-on curriculum specifically addresses the demands of users who want to create visually rich documents that communicate effectively with clients and colleagues in all industries.

Instructor

Our instructor, Joan Hilbert has a Bachelor of Science degree in Computer Science, and a Master of Arts degree in Training and Learning Technologies. Joan has been training at Digital Training & Designs for fourteen years. She is Adobe certified to teach Adobe Acrobat, Adobe FrameMaker and Adobe Dreamweaver. She also teaches our Cascading Style Sheets, and HTML5-CSS3 classes. Joan helped write the Dreamweaver Fundamentals Authorized Curriculum for Macromedia. In June of 2008 Joan was ranked as one of the top five Adobe trainers worldwide.

This outline is flexible and may change to accommodate student skills and interests.

Introduction

- Identifying the components of Acrobat
- Understanding the advantages and limitations of PDF documents
- Understanding the workspace, panels, and menus
- Navigating documents
- Accessing the Document Cloud

Portable Document Format (PDF) Documents

- Creating PDF from text or image files, from Microsoft Office documents, from Web pages
- Combining multiple documents to create a single PDF
- Tailoring Acrobat document features to different audiences

PDF Enhancements

- Creating links and bookmarks to navigate documents and to perform other tasks
- Using Acrobat as a presentation tool
- Touching up text and objects
- Converting and capturing scanned documents to editable PDF

Forms

- Creating forms manually from an existing PDF or Word document
- Creating forms using form field detection
- Understanding the different form field types and selecting the most appropriate one for your data
- Editing and previewing forms
- Calculating form field outputs
- Setting form fill-in privileges for Adobe Reader users
- Understanding form submission

Acrobat Components

- Working with Acrobat Distiller
- Understanding fonts in-depth
- Using Acrobat Capture
- Implementing password security for opening and/or changing PDF content
- Understanding and using the review tools
- Conducting document reviews

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