



Mastering Acrobat DC Professional Course Overview

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Course Duration:

3 Hours / 0.5 Day

1 Creating Adobe PDF Files

- Convert a file to PDF
- Convert Microsoft Word, PowerPoint, and Excel files to PDF
- Convert email messages to PDFs

2 Editing PDF

- Edit text in a PDF
- Add new text to a PDF
- Place an image or object into a PDF
- Move or resize an image or object

3 Enhancing PDF Documents

- Manipulating pages
- Renumbering pages
- Managing links

4 Combining Files

- About combining files
- Selecting files to combine
- Arranging pages
- Merging the files

5 Printing

- Basic PDF printing tasks

6 Creating Forms in Acrobat

- Getting started
- Converting PDF files to interactive PDF forms
- Adding form fields
- Distributing forms
- Collecting form data
- Working with form data

7 Working with PDF Form

- Create a form from an existing document
- Enable Reader users to save form data

8 Adding security

- Password security and restricting printing, editing, and copying

- Add a password to a PDF
- Restrict editing of a PDF
- Restrict printing, editing, and copying
- Remove password security