Acrobat X Beginner

Modality: On Demand

Duration: 3 Hours

About this Course:

In this online training series for Adobe Acrobat X, you'll learn the basic capabilities of this program.

Topics include creating forms, using digital signatures, and creating interactive presentation. Professionals who want to create secure documents that are visible to the largest number of people will benefit from this course. Acrobat is often used because of its powerful document features. Users are spread across many industries, but heavy concentrations of users are found in publishing, enterprise, or legal industries.

Audience:

This course is intended for:

- Any home or business user who frequently works with important documents and forms.
- Anyone associated with an cademic and government office that relies on PDFs for archival purposes.
- Anyone looking for a way to distribute forms and securely collect information from a wide group of respondents.

Prerequisites:

- There are no prerequisites for this course

Course Outline:

Creating PDF Files

- Introduction
- Download practice files
- Navigate in Reader
- Copy/Paste into Word
- Find and Search
- Printing
- PDF to Word
- Word to PDF starting in Acrobat
- Word to PDF from Windows
- PDF preferences in Word
- Excel to PDF

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- PowerPoint
- PDF from Outlook
- PDF from Outlook Calendar
- InDesign to PDF
- Photoshop to PDF
- PDF from website
- Summary
- Working with reports

Editing PDF Files with Acrobat

- Introduction
- Move and delete pages
- Disney World Word to PDF
- Insert entire PDF into this PDF
- Copy/move SOME pages
- Combine into single PDF
- Introduction
- Editing text
- Edit Photo
- Bookmarks
- Hyperlinks
- Header/Footer
- Password Security
- Portfolios
- Summary

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