

Adobe Acrobat Pro DC Introduction

Length: 1 Day

Summary: In this course, you will create and work with PDF documents. You will: access information in a PDF document, create and save PDF documents, navigate content in a PDF document, modify PDF documents, review PDF documents and convert PDF documents.

COURSE CONTENT

ACCESSING PDF DOCUMENTS

- Open a PDF Document
- Browse a PDF Document

CREATING AND SAVING PDF DOCUMENTS

- Create and Save a PDF Document from an Existing Document
- Create a PDF Document from a Web Page
- Combine Multiple PDF Documents

NAVIGATING CONTENT IN A PDF DOCUMENT

- Perform a Search in a PDF Document
- Search Multiple PDF Documents
- Work with Bookmarks
- Create Links and Buttons

MODIFYING PDF DOCUMENTS

- Manipulate PDF Document Pages
- Edit Content in a PDF Document
- Add Page Elements

REVIEWING PDF DOCUMENTS

- Add Comments and Markup
- Compare PDF Documents
- Initiate and Manage a Review
- Digitally Sign PDF Documents

CONVERTING PDF FILES

- Reduce the File Size of a PDF Document
- Optimize PDF Files
- Convert and Reuse PDF Document Content