Adobe Acrobat DC

Creating and Organizing Interactive PDF Documents

Course Description _____

The main objective of this course is to introduce the interactive commands, functions, and capabilities of Adobe Acrobat DC. It is designed for computer users who are new to Adobe Acrobat who want to gain a thorough understanding of the world's most popular PDF (portable document format) package.

Course Duration: 7 hrs

Basic Skills Checklist _____

The following list summarizes skills that students will be comfortable with after this course.

- Navigate to specific content within a PDF
- Search within single or multiple documents
- Extract content from a PDF
- Create PDF documents from word documents
- Create PDF documents using the print command
- Create a PDF document from multiple files
- Add stamps, watermarks and backgrounds with a digital signature

- Add headers & footers
- Add comments & mark up to a PDF
- Create PDF documents from a web site
- Arrange PDF document pages
- Edit content in a PDF document
- Customize page numbering
- Add bookmarks
- Add links
- Sign and secure a document
- Automatic Field Detection using The Prepare Form Wizard

Course Prerequisites _____

The course assumes that students are comfortable working on computers.

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