The best Acrobat yet - Adobe Acrobat Document Cloud

Learn to convert, sign, and send documents on any device with the world's best PDF solution, and more.

This training course is bespoke, giving you the opportunity to tailor the content to your exact requirements. If you need a starting point, use the course outline below as a guide. The important thing to remember is that it's your course - tell us your goals and we'll help you achieve them.

Typical attendees include: graphic and web designers, project and web managers, copywriters, content editors, marketers, digital producers and account managers, people creating documentaion to share.

The course runs from 9.30 am to approximately 4.30 pm.

Introduction To Acrobat XI
Introduction To PDF Format
Using Tools & Panels
Navigating Acrobat
Viewing Pages
Setting Preferences

Creating Pdf's
From Files
Converting Multiple Documents
Pdf Conversion Settings
Scan & Convert Paper Doucuments
Convert Emails To Pdfs (Outlook)
Convert Web Pages To Pdfs

Reading & Working With Pdf's
Scrolling & Page Views
Finding/ Searching Text
Print Page Portions
Share Pdfs Electronically

Enhancing Pdf's
Rearranging, Inserting & Deleting Pages
Creating & Editing Hyperlinks And Bookmarks
Numbering Pages
Inserting Movies, Sound And 3D Content
Setting Properties & Metadata

Editing Pdf Content
Editing Text
Adding Text
Adding/Editing/Replacing Images
Copying Content From Pdf
Exporting Pdf To Word, Excel & Powerpoint
Reducing Pdfs

Combining Pdfs
Combining Into Individual Pdf
Creating Portfolios
Reviewing Files With Acrobat
Saving Pdfs For Reviewing
Review Process
Review Tools

Adobe Acrobat DC

Acrobat Forms

Create Form Fields (Text, Buttons, Combo ...)
Calculation Fields
Distribute Forms
Collecting Data
Track Forms
Fill & Sign

Signatures & Security

Permissions & Password Security
Certifying Documents
Digital Identities, Digital Signing
Echosign

Protection

Encryption
Redaction

Accessibility

Tags, Articles, Alt Text & Reading Order
Setting Up Accessibilty Features
Checking Accessibility

Using Actions

Create And Run An Action
Share Actions

Print Production

Preflighting Pdfs
Analysing & Fixing Issues

dynamix training