

Acrobat Fundamentals: An Introduction to Acrobat DC

1. Introducing Adobe Acrobat DC

1. About PDF
2. About Adobe Acrobat
3. About Adobe Reader
4. About the Acrobat DC mobile app
5. Using PDF on the web
6. Opening a PDF file
7. Working with toolbars
8. Working with tools
9. Viewing PDF presentations in Full Screen mode
10. Viewing PDF files in Read mode
11. Customizing the Acrobat toolbar
12. Getting help

2. Creating Adobe PDF Files

1. About creating Adobe PDF files
2. Using the Create PDF tool
3. Dragging and dropping files
4. Converting different types of files
5. Inserting a blank page
6. Using PDFMaker (Windows only)
7. Using the Print command to create Adobe PDF files
8. Adobe PDF presets
9. Reducing file size
10. Optimizing PDF files (Acrobat Pro only)
11. Scanning a paper document
12. Making scanned text editable and searchable
13. Converting web pages to Adobe PDF

3. Reading and Working with PDF Files

1. About the onscreen display
2. Reading PDF documents
3. Searching PDF documents
4. Printing PDF documents
5. Filling out PDF forms
6. About flexibility, accessibility, and structure
7. Working with accessible documents
8. Making files flexible and accessible (Acrobat Pro only)
9. Using Acrobat accessibility features (Standard and Pro)
10. Sharing PDF files

4. Enhancing PDF Documents

1. Examining the work file
2. Moving pages with page thumbnails
3. Manipulating pages
4. Renumbering pages
5. Applying Bates numbering (Acrobat Pro only)
6. Managing links
7. Working with bookmarks
8. Setting document properties and metadata

5. Editing Content in PDF Files

1. Editing text
2. Working with images in a PDF file
3. Redacting Text (Acrobat Pro only)
4. Copying text and images from a PDF file
5. Exporting PDF content to a PowerPoint presentation
6. Saving PDF files as Word documents
7. Extracting PDF tables as Excel spreadsheets

6. Using Acrobat with Microsoft Office Files (Windows only)

1. Acrobat PDFMaker
2. Converting Microsoft Word files to Adobe PDF

3. Converting Excel documents
4. Converting PowerPoint presentations

7. Combining Files

1. About combining files
2. Selecting files to combine
3. Arranging pages
4. Merging the files
5. Creating a PDF Portfolio (Acrobat Pro)

8. Adding Signatures and Security

1. Getting started
2. Viewing documents in Protected Mode in Reader (Windows only)
3. About security in Acrobat
4. Viewing security settings
5. Adding security to PDF files
6. About digital signatures
7. Sending a document for others to sign
8. Creating digital signatures
9. Signing a document digitally with certificates and digital IDs
10. Modifying signed documents
11. Certifying PDF files
12. Signing certified documents

9. Using Acrobat in a Review Cycle

1. About the review process
2. Adding comments to a PDF document
3. Working with comments
4. Initiating an email-based review

10. Working with Forms in Acrobat

1. Converting PDF files to interactive PDF forms

2. Adding form fields
3. Types of form fields
4. Distributing forms
5. Collecting form data
6. Working with form data
7. Calculating and validating numeric fields

11. Using Actions (Acrobat Pro)

1. About actions
2. Using predefined actions
3. Creating an action
4. Sharing actions

12. Using Acrobat in Professional Printing

1. Creating PDF files for print and prepress
2. Guidelines for creating print-ready PDF files
3. Preflighting files (Acrobat Pro)
4. Working with transparency (Acrobat Pro)
5. PDF standards
6. About flattening options in the Flattener Preview dialog box
7. Setting up color management
8. Previewing your print job (Acrobat Pro)
9. Advanced printing controls