

Adobe Acrobat DC - Introduction to Creating and Managing PDF Documents

Duration: 1 day

Audience: Pour tous

Who is this training for?

Anyone using PDF documents

Training objectives

- Understand the architecture and benefits of a PDF document
- Familiarize yourself with the user interface
- Set the parameters for opening a PDF document
- Master PDF document creation and management
- Save your PDF documents in accordance with ISO standards
- Print your PDF documents efficiently

Summary

Today, companies around the world have embraced the PDF format. It is a standard for exchanging documents electronically, reading and printing their contents on any device, wherever you are. With the new Adobe Acrobat DC interface, you can get a consistent experience across desktop, mobile, and the web to access your files and tools. Learn how to create, customize, and manage ISO-compliant PDF documents to improve your work practices.

Course outline

Capsule 1 - GETTING TO KNOW ADOBE ACROBAT DC

- What is a PDF document?
- Benefits of PDF

Explore the workspace:

- Home view
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Tools view

- Document view
- Online storage options (Adobe Document Cloud, OneDrive, SharePoint, etc.)

Menu bar and toolbar items:

- Hide and show
- Customize and reset the common toolbar
- Customize and use quick tools

The navigation pane:

- Show and hide the pane
- Customize the navigation pane
- Use the Panel Options menu

The task panel:

- Show and hide the task panel
- Add and remove a tool
- Use the Search Tools area
- Learn the principles of Properties and Preferences of a PDF document
- Keyboard shortcuts in Adobe Acrobat DC

Capsule 2 - READING AND NAVIGATION ARRANGEMENTS

- Display a PDF document in Reading and Full Screen modes
- Manage the display with Page controls
- Show rulers and guides and change the unit of measurement
- Use display themes in Acrobat DC
- Adjust the display of PDF documents
- Use the Selection and Zoom tools
- Set the initial view of a PDF document

Navigate a PDF document:

- Use the Page Navigation tools
- Use the Hand tool
- Use the Page Thumbnails and Bookmarks panels

Capsule 3 - CREATE A PDF DOCUMENT

With Adobe Acrobat:

- From a scanner (paper document)
- From a web page
- From the clipboard
- From blank page insertion
- Drag and drop
- Using the context menu
- Using Portfolio creation
- Using combining multiple files into a single PDF document (merge)

With Microsoft Office:

- Using the Create PDF/XPS tool
- Using the Create Adobe PDF tool
- From the Adobe PDF printer
- Using the Adobe PDF ribbon
- Using the Adobe PDF ribbon

Using the context menu:

- Copy
- Copy with formatting
- Export selection as...
- From the Export PDF tool

Using the File menu:

- Save as...
- Export to
- From a snapshot
- Drag and drop

Capsule 5 - SAVING, ISO NORMALIZATION, AND OPTIMIZING PDF DOCUMENTS

- Set autosave PDF documents
- Understand PDF ISO standards PDF file (PDF/A, PDF/X, PDF/E)
- Save an ISO standardized PDF document

Optimize a PDF document:

- Control the use of space by a PDF document
- Reduce the size of a PDF document
- Adapt and clean a PDF document

Capsule 6 - PRINTING A PDF DOCUMENT

- Define the pages to be printed
- Sizing and managing pages
- Print part of a PDF page
- Summarize comments
- Access advanced printing options

Approach and methodology

Interactive lectures, guided demonstrations of key features and one-on-one hands-on exercises aimed at getting started and applying best practices.

Prerequisites

Hold an Adobe Acrobat Pro license.

Recommendations

Experience with Adobe Acrobat Pro or Adobe Acrobat Reader.