

Adobe Acrobat - Editing, reviewing, and annotating PDF documents

Duration: 1 day

Audience: Pour tous

Who is this training for?

Anyone using PDF documents.

Training objectives

- Learn how to edit text, images, and objects in a PDF document
- Learn how to turn scanned documents into editable PDF documents
- Efficiently manipulate the pages of a PDF document
- Add interactivity and multimedia to PDF documents
- Share, review, and manage comments
- View and closely track revisions

Summary

With Adobe Acrobat DC, you can easily edit your PDF documents: add or remove text and images, correct spelling mistakes, change the font, adjust the alignment, and resize the text directly in the file. Collaborate remotely by sharing PDFs for viewing or commenting, track revisions, and manage changes efficiently to ensure business continuity, no matter where you are.

Course outline

Capsule 1 - EDITING PDF DOCUMENTS Edit PDF elements

- Select text, objects
- Edit text, an image or an object
- Add, move and delete text or images
- Align and arrange objects

Find, replace text Manage the PDF document:

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Add an attachment to the PDF document

- Put two or more PDF documents side by side
- Insert headers and footers

Add a watermark or a Background Manipulate the pages of a PDF document:

- Reorder pages • Delete and replace pages
- Crop pages • Extract pages
- Split a PDF document into multiple files
- Insert pages from another PDF document
- Insert a blank page
- Transfer pages between PDF documents
- Split the window of a PDF document

Enhance scanned PDF documents Interactivity and multimedia:

- Explore interactivity actions
- Apply page transitions
- Create and manage bookmarks
- Create and manage hyperlinks
- Insert and manage multimedia elements (audio, video)
- Set the initial view of a PDF document

Capsule 2 - SHARING, REVIEWING AND MANAGING COMMENTS

- About comments, review and sharing
- Set preferences for comments

Use the Commenting and drawing annotation tools:

- View and explore comment tools
- Add a note, highlight text, and other editing tools (Text, Audio, Buffer, etc.)
- Use drawing annotation tools

- Change the appearance of comments (Properties, Style)

Manage comments:

- Select, copy, edit, and delete a comment
- Change the text style
- Use @mentions in comments
- Mark comments with a checkmark
- Reply to comments
- Set status (Accepted, Canceled, Completed, Declined)
- Search, sort, and filter comments
- Show, hide all comments
- Import, export comments to a data file (FDF, XFDF)
- Create a summary of comments
- Print a revised document with comments
- Compare two versions of a PDF document and save the comparison report

Share a PDF document for viewing, Review or follow in Adobe Acrobat DC:

- Using the Share feature in the Tools view
- Using the Share a link to this file feature
- By email (Attachment or link)
- Using the Share this file with others function

Share a PDF document for viewing, reviewing, or tracking in Microsoft Office:

- Using the Create and Send for Review tool in PDFMaker (Acrobat Ribbon)
- Using the Create and Share PDF File context menu Adobe

Capsule 3 - TRACK AND MANAGE PDF REVISIONS

Track revisions of shared PDF documents from Adobe Document Cloud:

- Using the Adobe Document Cloud review link

- Using the Adobe Acrobat DC desktop app
- Track revisions of shared PDF documents from a network folder
- Set tracking preferences
- Use the tracking device

Approach and methodology

Step-by-step demonstrations, guided exercises and scenarios to modify, annotate and review PDF documents in a collaborative way.

Prerequisites

Hold an Adobe Acrobat Pro license.

Recommendations

Experience with Adobe Acrobat Pro or Adobe Acrobat Reader.