

Adobe Acrobat – PDF Documents in Office Workflow

Course code: ACR1

In this course you will learn how to create correct PDF documents in everyday office practice – convert from MS Office applications (Word, Excel, PowerPoint, Outlook, Access, Visio, Project, and Publisher), convert from images, web pages and scanning. You will learn how to perform basic editing PDF documents, optimize their size, secure by password, digitally sign and prepare them for distribution. You will try to use your comments and reviewing in working group.

Who is the course for

The course is intended for general users who want to learn to create correct PDF documents in everyday office practice.

What we teach you

- view PDF documents and search them
- use the Adobe PDF printer
- create PDF from MS Office applications
- create PDF from web pages
- create PDF scanning
- add headers, footers and background
- copy the contents of PDF and export it
- edit pages, objects and text
- prepare PDF documents for distribution
- review PDF documents
- securing PDF documents
- digitally sign PDF documents

Required skills

Basic operation of Microsoft Windows, knowledge of some programs from the MS Office.

Course outline

Basics with Adobe Acrobat

- working environment
- viewing PDF documents
- amendments of viewing PDF documents

Searching and indexing PDF

- searching PDF
- creating PDF indexes

creating PDF

- opening of supported file types
- the pictures
- text files
- converting from web pages
- converting web pages to PDF in Internet Explorer
- converting web pages to PDF in Acrobat
- Adobe PDF printer
- To set the properties for printing
- PDF Maker
- MS Word
- MS Excel
- MS PowerPoint
- MS Access

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Adobe Acrobat – PDF Documents in Office Workflow

- MS Outlook
- MS Visio
- MS Project
- scan to PDF
- scan settings
- text recognition
- create a blank PDF
- creating a PDF from clipboard
- combination of multiple files into one PDF
- combine files into a PDF Portfolio

Adding a single page elements

- adding and editing headers and footers
- adding and editing background
- adding and editing watermarks
- crop pages

Reusing PDF content

- selecting and copying text
- copy tables and graphs
- copy images
- create a snapshot of the page
- export PDF to other file formats

PDF editing

- editing pages
- text editing
- objects editing

Preparation PDF distribution

- metadata
- default view
- reducing the size of PDF

Collaboration

- share files and collaborate in real time (Acrobat.com)
- preparation, initiation and participation in the review PDF
- monitoring and managing PDF reviews
- commenting
- managing notes
- import and export notes

Security

- opening of secure documents
- security methods
- document security using passwords
- document security using certificates
- security policy settings
- creating or obtaining digital IDs
- removing sensitive content

Digital Signatures

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- signing PDF
- certified PDF
- delete or remove a digital signature
- signature verification

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