Adobe Acrobat Pro

Mastery Course

Duration: 1 Day (9am – 4pm)

Course Pre-Requisites: Access to latest version of Adobe Acrobat Pro

Course Overview

This comprehensive course offers a hands-on approach to mastering the various aspects of PDF management. Designed for beginners and professionals alike, the course is divided into six modules, each focusing on a critical area of PDF interaction. Participants will begin with basic tasks such as opening and navigating PDFs and progressively advance to creating, editing, reviewing, and converting PDF documents. The curriculum covers essential tools and techniques, including manipulation of PDF pages, collaboration through comments and markup, digital signatures, and optimization of PDF files for various purposes. Through practical examples and guided exercises, learners will gain the skills to efficiently manage and utilize PDF documents in various contexts.

1. Accessing PDF Documents

This module introduces the fundamental skills required to access PDF documents.

- Open a PDF Document: Understand the various methods to open a PDF document using different software and platforms.
- Browse a PDF Document: Navigate through a PDF document, including scrolling, zooming, and jumping to specific pages or sections.

2. Creating and Saving PDF Documents

- Create and Save a PDF Document from an Existing Document: Convert existing files such as Word, Excel, or PowerPoint into PDF format and save them.
- Create a PDF Document from a Web Page: Learn to convert web pages into PDF documents, preserving the layout and content.
- Combine Multiple PDF Documents: Merge multiple PDF files into a single document, arranging pages as needed.

3. Navigating Content in a PDF Document

This module teaches participants how to effectively navigate and find content within PDF documents:

- Perform a Search in a PDF Document: Utilize search functions to find specific words or phrases within a document.
- Search Multiple PDF Documents: Apply search techniques across multiple PDF files.
- Work with Bookmarks: Create and manage bookmarks for easy navigation.
- Create Links and Buttons: Embed interactive elements such as hyperlinks and buttons within a PDF.

4. Modifying PDF Documents

In this module explores various tools and techniques to modify PDF documents.

- Manipulate PDF Document Pages: Learn how to rearrange, delete, rotate, and organize pages within a PDF document.
- Edit Content in a PDF Document: Gain skills to edit text, images, and other content within a PDF.
- Add Page Elements: Discover ways to enhance PDF documents by adding headers, footers, watermarks, and more.

5. Reviewing PDF Documents

This module focuses on collaborative review and annotation of PDF documents.

- Add Comments and Markup: Learn how to add comments, highlights, and other markup to PDF documents for collaboration.
- Compare PDF Documents: Understand how to compare different versions of a PDF document to track changes.
- Initiate and Manage a Review: Explore methods to initiate and manage document reviews with multiple participants.
- Digitally Sign PDF Documents: Discover how to add digital signatures to PDF documents for authentication and integrity.

6. Converting PDF Files

Module 6 delves into the conversion and optimization of PDF files.

- Reduce the File Size of a PDF Document: Explore tools to compress PDF files without losing quality.
- Optimize PDF Files: Learn techniques to optimize PDF documents for various purposes such as web viewing or printing.
- Convert and Reuse PDF Document Content: Understand how to convert PDFs into other formats and reuse content within other applications.