

Acrobat DC - Advanced

Course #: AA-201 **Duration:** 1 day

Prerequisites

Acrobat DC - Introduction or equivalent knowledge as well as basic experience with computers and exposure to Windows as well as common productivity tools such as Microsoft Word and Microsoft PowerPoint.

Details

As a business professional, you have some experience using Adobe® Acrobat®. Now you're ready to take further advantage of all the features of Acrobat DC to bring your documents to the next level. Whether you are creating PDFs for commercial printing or for viewing digital versions on a range of platforms, Adobe Acrobat DC enables you to output your content so your audience will be able to access and view the document just the way you intended. In this Adobe Acrobat DC training course, you will use Adobe Acrobat DC to convert technical documents to PDF files, enhance PDF documents, create interactive PDF forms, and secure PDF files.

Software Needed

- Adobe® Acrobat® DC
- Microsoft® Office

Outline

Acrobat DC - Advanced

- **Exporting to Other Formats**
 - Exporting to Microsoft Office Formats
 - Exporting Images
 - Exporting to HTML
 - Exporting to Rich Text
- **Commenting and Reviewing**
 - Adding Sticky Notes and Annotations
 - Using Email Reviews
 - Using Shared Reviews
 - Tracking Reviews and Collecting Comments
 - Managing, Summarizing and Printing Comments
 - Collecting Signatures
- **Creating Fillable Forms**
 - Understanding PDF Forms
 - Using the Form Wizard
 - Creating Text Fields
 - Creating List Boxes
 - Creating Drop-downs
 - Creating Radio Buttons and Checkboxes
 - Creating Buttons
 - Performing Simple Calculations
 - Distributing Forms
- **Adding Interactivity**
 - Using Navigation Hyperlinks
 - Adding Audio
 - Adding Video
 - Creating Rollover Effects

- **Protecting PDF Content**

- Restricting Editing
- Choosing a Security Method
- Using a Security Envelope
- Redacting Content
- Removing Hidden Information