

Transform existing documents and files from any source into portable document files or PDF's. Convert electronic files, paper documents and web pages into this universally accepted document file format. Create documents that can be viewed exactly as you intended by the business world's enormously diverse range of electronic devices and systems. Create PDF's from any document or file using a variety of tools and techniques. Edit PDF content using the Acrobat program or with Microsoft Word. Combine or merge multiple PDF or create professional portfolio PDF files to house and display any file type. Format PDF's with highlighting, color, and stamps. Add security setting to limit interactions. Utilize professional print tools and options. Create and distribute fillable forms and collect and manage submitted data.

ADOBE ACROBAT OVERVIEW

- Why Use Adobe Acrobat.
- Opening a PDF File and Navigating.
- Comparing the Various PDF Views.
- Working with Toolbars and Task Panes
- Keyboard Shortcuts to Select Tools
- Customizing the Quick Tools Toolbar
- Creating A Custom Tool Set

CREATING PDF PORTABLE DOCUMENT FILES

- About Creating Adobe PDF Files.
- Create Command, Dragging and Dropping Files.
- Converting Varieties of Documents and Files.
- Print Command to Create PDF Files.
- Optimizing PDF Files and Reducing PDF File Size.
- Create PDF's from Scanned Documents and Making Scanned Text Editable and Searchable.
- Converting Web Pages to PDF Files.
- Insert Page Numbering and Other Data.

READING AND WORKING WITH PDF FILES

- Changing the View of the PDF Document.
- Best Reading Tips for PDF Documents.
- Searching PDF Documents.
- Printing PDF Documents.
- Filling Out a Traditional and Online PDF Form.
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ENHANCING PDF DOCUMENTS

- Move and Rearrange Pages using Thumbnails.
- Manipulate and Renumber pages.
- Adding Bookmarks and Managing Links.
- Set Document Properties and Metadata.

EDITING PDF FILE CONTENT

- Editing Page Text and Image Graphics.
- Copy and Move Text and Images.
- Adding Blank Pages into PDF Documents.
- Exporting PDF Content to PowerPoint.
- Saving PDF Files as Word Documents.
- Opening PDF Files in Microsoft Word.
- Extracting PDF Tables as Excel Spreadsheets.
- Find & Remove Regular & Hidden Information.

USING ACROBAT WITH MS OFFICE

- Create Instant PDF's Within All Microsoft Office Programs Using the PDF Maker Tool Button.
- Convert All On-Screen Documents to PDF's.
- Open PDF Files from Microsoft Word.
- Extract PDF Tables as Excel Spreadsheets.
- Convert PowerPoint and Web Pages to PDF.
- Create a PDF Directly from the Clipboard.

COMBINING PDF FILES

- Combine and Arrange PDF File's Pages.
- Use the Merge Tool to Combine PDF Files.
- Attaching Files Directly to PDF Documents.
- Creating a PDF Portfolio Containing PDF Files and Other File Types.

FORMATTING AND BEYOND

- Highlight and Color Text.
- Add Sticky Notes Anywhere on a Page.
- Adding Comments in Personal and Shared PDF's.
- Apply Stamps from Pallet and Custom List.
- Mark Certain Text for Possible Future Removal.
- Redact (Black Out) Text Like the Government.

CREATING ACTIONS

- How Actions Are Used in Saving Time.
- Use Existing Actions & Create New Ones.

PDF SECURITY AND SIGNATURES

- Add New or Change Existing Security Settings.
- Security Settings for Opening, Editing & Printing.
- Creating and Signing with Digital Signatures.
- Signing with the Fill & Sign tool.
- Creating and Using Security Envelopes.

ACROBAT REVIEW CYCLE

- Examine the PDF Document Review Process.
- Initiating a Shared PDF Review with Colleagues.
- Add Comments, Stamps and Offered Changes.

USING ACROBAT IN PROFESSIONAL PRINTING

- Printing PDF File Regular and Prepress.
- Setting Up Color Management.
- Advanced Printing Controls and Preview.

FILLABLE PDF FORMS AND FORMSCENTRAL

- Easily Create Fillable Interactive PDF Forms.
- Process of Form Creation and Distribution.
- Understanding Submission of Data Collection.
- Steps Involved in Transforming the PDF Form into a Distributable PDF Form.
- Use the FormsCentral Tracking Template to Distribute, Track and Manage Submitted Data.
- Export Collected Form Submission Data Records to an Excel Worksheet or Text File.