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VIRTUAL-CLASS WEBINARS | ON-DEMAND VIDEOS | ON-SITE CLASSES

Adobe Acrobat Pro DC
WEBINAR+VIDEO+ONSITE | ALL VERSIONS
PDF Document & Form Fundamentals

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Learn to master the industry-standard tool for digital documents in our comprehensive "PDF Document & Form Fundamentals" class. This live, instructor-led course introduces professionals to the full power of Acrobat as an end-to-end document solution for business, education, and government workflows. Through hands-on lessons and real-world scenarios, you'll learn how to transform, edit, organize, secure, and collaborate on professional-grade PDF files. From scanning and converting documents to building fillable forms and applying security, this course ensures you can implement Acrobat strategically in any workflow. You'll explore how PDFs maintain consistent layout and formatting across devices, how to integrate with Microsoft Office apps, and how to create legally compliant documents with confidence. Whether you're digitizing paperwork, managing compliance, or streamlining document processes, you'll gain tools that improve consistency, compatibility, and professionalism—while saving time and enhancing document quality.

CREATING PDF FILES FROM ANY SOURCE

- Understanding why Adobe Acrobat is the universal PDF solution
- Opening, viewing, and navigating PDF documents efficiently
- Exploring various viewing modes and layouts
- Customizing the Quick Tools toolbar for efficiency
- Creating and managing your custom tool sets

READING, PRINTING, AND SHARING PDFs

- Best practices for viewing and searching PDFs
- Filling out both traditional and online PDF forms
- Sharing PDFs with colleagues or clients
- Printing settings and document layout tips

EDITING PDF CONTENT AND EXPORTING DATA

- Editing text and image content directly in a PDF
- Adding or removing pages, and rearranging document structure
- Exporting content to Microsoft Word, Excel, and PowerPoint
- Extracting tables and converting them into spreadsheets
- Using find-and-remove tools to scrub hidden

ENHANCING AND FORMATTING PDFs

- Highlighting, coloring, and marking up PDF text
- Adding sticky notes, comments, and stamps
- Applying redaction for sensitive content
- Using formatting shortcuts to maintain consistency

PDF FILE MANAGEMENT AND COMBINING CONTENT

- Merging multiple PDF files into a single document
- Rearranging and attaching additional content
- Creating PDF Portfolios that include other file types

FORMS CREATION ESSENTIALS

- Designing fully fillable interactive PDF forms from scratch
- Using text fields, radio buttons, drop-downs, and checkboxes
- Enhancing fields with calculations, formatting, and validation
- Setting tab order, default values, and field properties

SECURITY, SIGNATURES, AND PERMISSIONS

- Applying password protection, encryption, and editing restrictions
- Signing PDFs using Fill & Sign and certificate-based signatures
- Creating secure, legally compliant, and certified documents
- Redacting sensitive data and preparing documents for

REVIEW AND COLLABORATION TOOLS

- Starting shared review cycles with colleagues or teams
- Using sticky notes, highlights, stamps, and drawing tools
- Managing and consolidating collaborative feedback threads

PROFESSIONAL PRINTING TOOLS AND OUTPUT SETTINGS

- Preparing PDFs for high-quality print production
- Managing color output, print presets, and prepress workflows