

Adobe Acrobat DC Pro

Description

Acrobat is the best software for editing and creating PDF documents. This course gives students a good overview of this software.

Course Content

- Module 1: Knowing the working area; understanding PDF file
- Module 2: Conversion from Office documents
- Module 3: Conversion from files and web pages
- Module 4: Pages panel: combine, add, delete and replace pages
- Module 5: Bookmarks panel: create, edit and organize bookmarks
- Module 6: Setting up buttons, links and actions
- Module 7: Document properties, protections and digital signatures
- Module 8: Touch-up tools: edit links, texts and images
- Module 9: Optimizing size of the PDF files and customizing output quality

Documentation

- Digital courseware "Adobe Acrobat Classroom in a Book" included

Participant profiles

- Beginners

Prerequisites

- Basic knowledge

Objectives

- Create and combine PDF files from various sources
- Add bookmarks, buttons and hyperlinks
- Set output quality settings and know how to protect your documents

Niveau

Fondamental

Classroom Registration Price (CHF)

700

Virtual Classroom Registration Price (CHF)

650

Duration (in Days)

1

Reference

ADBAC-01