

# Adobe Acrobat Pro Essentials

**Duration:** 1 Day (9am – 4.30pm)

**Course Pre-Requisites:** A basic understanding of how to navigate PDFs would be helpful, but no prior Acrobat Pro experience is required.

**Resits:** 1 Free Course Resit

**Certificate:** All attendees will receive a certificate of completion.

## Course Overview:

Elevate your PDF workflow with Adobe Acrobat Pro! This course takes you beyond basic PDF creation, teaching you to add interactive elements like clickable tables of contents, embed videos, and seamlessly edit your documents. Plus, unlock the power of Microsoft Office integration and master robust security features to protect your work.

## Who should attend?

- Professionals who regularly create, edit, or collaborate on PDFs.
- Anyone wanting to harness the full potential of Acrobat Pro.

## Course Outcomes:

By the end of this course, you'll be able to:

- Navigate Acrobat's interface and create PDFs from various sources.
- Seamlessly edit existing PDFs and integrate Acrobat Pro with Microsoft Office.
- Make your PDFs interactive by adding elements like buttons, links, and videos.
- Optimize PDF file sizes for online sharing or specific uses.
- Secure your PDFs with passwords and advanced security tools.
- Utilize shared reviews and annotations for efficient collaboration.
- Manage multiple documents effectively with the PDF Portfolio tool.

## Training Modules Overview:

### 1. Acrobat's Interface

- Get familiar with panes, panels, toolbars, and how to customize your workspace.

### 2. Creating PDFs

- Learn to create PDFs from files, Microsoft Office documents, websites, and more.
- Optimize your PDFs by balancing file size with visual quality.

### 3. Integration with Microsoft Office

- Use Acrobat's tools directly within Word, Excel, and Outlook for streamlined PDF creation, conversion, and even auto-archiving emails as PDFs.

### 4. Working with Existing PDFs

- Edit text and images directly within Acrobat.
- Search for and replace content, rotate/crop pages, add page numbers, and more.

### 5. Adding Interactivity

- Create clickable tables of contents, buttons that link to pages or websites, and embed videos.

### 6. Securing PDFs

- Understand password protection, security envelopes, and how to redact sensitive information.

### 7. Annotations, Markups, and Review Cycles

- Effectively use comments, sticky notes, drawing and text highlight tools for collaboration.
- Set up shared reviews and consolidate feedback.

### 8. Using the PDF Portfolio Tool

- Create professional presentations with multiple document types using customizable templates.