Working with Adobe Acrobat DC in everyday office life («ACRODC»)

Create and edit PDF documents on desktops, tablets, and even mobile devices with Adobe Acrobat Document Cloud. In this course you will learn the Acrobat concepts and how to create and optimize PDF files.

Duration: 1 day
Price: 700.–
Course documents: Digital courseware

Content

1. Introduction
   - Why and why PDF documents at all?
   - Getting to know the user interface
   - Making Settings on the User Interface
2. PDF is not always PDF
   - Get to know different possibilities for PDF creation
   - PDF versions and standards
   - Create PDF via Acrobat DC
   - Create PDF from different sources (internet, scanner, clipboard)
   - Merge multiple sources into one document
   - PDF Portfolio
3. PDF Forms
   - Getting to know form field types
   - Building simple forms
4. Edit and remove content
   - Possibilities and limits of PDF processing
   - (Re)convert PDF to Word, Excel and other formats
   - Changing, replacing and removing pictures and graphics
   - Changing and adapting texts
5. E-signatures (info https://www.adobe.com/ch_de/sign.html)
   - Overview of electronic signatures, IDs and certificates
   - signing documents yourself and obtaining signatures
6. Preparing Documents
   - Change page order (sequence)
   - Exchange, insert and delete pages
   - Rotate pages
   - Cut pages to size
   - Inserting links and buttons
   - Working with headers and footers
   - Working with watermarks
   - Optimize file size
7. Commenting and Marking
   - Understanding the commenting process
   - Getting to know and using comment tools
   - Edit, summarize and release comments
8. Security
   - Overview of security options
   - Encryption and password protection
   - Remove sensitive content (blackening)

Key Learnings

- Create PDF documents from multiple sources
- Add and optimize PDFs according to their intended use
- Better understanding of PDF documents and why they matter
- Understanding the potential of Adobe Acrobat DC

Target audience

This course is aimed at office users, administrators, technical and administrative staff, and online content managers who want to use Adobe Acrobat DC.

Additional information

Info about the room equipment
Our courses take place on Windows or Apple devices. On request, we will be happy to provide you with an Apple computer in Zurich and Bern. Please let us know in advance by sending an e-mail to info@digicomp.ch. You can also bring your own laptop.

For virtual participation, we recommend the use of an additional monitor (not just a laptop) so that you can fully follow and participate in the lesson.

Adobe CC Software
The Adobe Creative Cloud Software will be fully available in the classrooms during the course. However, it is not possible to use the software via Digicomp licenses from home during the course.

Further courses

- Review Print PDF in Acrobat DC Pro – Basic («PDFDRU»)
- AI in the Adobe workflow with Photoshop, Illustrator, InDesign and Acrobat («ADOBW1»)

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-media-communication/publishing/adobe/course-working-with-adobe-acrobat-dc-in-everyday-office-life