

KLH Introducing Adobe Acrobat DC 2022

1 About the PDF File Format

- About Adobe Acrobat
- Adobe Reader
- Acrobat DC Mobile App
- Using PDF On the Web
- Opening a PDF File
- Working with Toolbars
- Working with Tools
- Viewing PDF Presentations in Full Screen Mode
- Viewing PDF Files in Read Mode
- Customizing the Acrobat Toolbar

2 Creating Adobe PDF Files

- Creating Adobe PDF Files
- Using the Create PDF Tool
- Drag and Drop File Creation
- Converting to Different File Types
- Inserting Blank Pages
- Using PDFMaker (Windows Only)
- Creating PDF Files with the Print Command
- Adobe PDF Presets
- Reducing File Size
- Optimizing PDF Files
- Scanning a Paper Document
- Making Scanned Text Editable and Searchable
- Converting Web Pages to PDF

3 Reading and Working with PDF Files

- On Screen Display
- Reading PDF Documents
- Searching PDF Documents
- Printing PDF Documents
- Filling Out PDF Forms
- About Flexibility, Accessibility, and Structure
- Working with Accessible Documents
- Making Files Flexible and Accessible
- Using Acrobat Accessibility Features
- Sharing PDF Files

4 Enhancing PDF Documents

- Moving Pages with Page Thumbnails
- Manipulating Pages
- Splitting, Cropping & Rotating Pages
- Renumbering Pages
- Applying Bates Numbering
- Managing Links
- Working with Bookmarks
- Setting Document Properties and Metadata

5 Editing Content in PDF Files

- Editing Text
- Placing & Working with Images
- Text Redaction
- Comparing Documents

Copying Text and Images

Exporting PDF Content to a PowerPoint Presentation

Saving PDF Files as Word Documents

Extracting PDF Tables as Excel Spreadsheets

6 Working with Microsoft Office Files (Windows Only)

Acrobat PDFMaker

Converting Microsoft Word Files

Converting Excel Documents

Converting PowerPoint Presentations

Exporting PDF's to Text and Microsoft Formats

7 Combining Files

Combining Files

Arranging Pages

Conversion Options

Merging Files

Creating a PDF Portfolio

8 Adding Signatures and Security

Acrobat Security Overview

Using Protected Mode in Reader (Windows Only)

Viewing Security Settings

Adding Security to PDF Files

Using Digital Signatures

Using Acrobat Sign

Creating Digital Signatures

Signing a Document with Certificates & Digital IDs

Modifying Signed Documents

Certifying PDF Files

Signing Certified Documents

9 Using Acrobat in a Review Cycle

About the Reviewing Process

Adding Comments to a PDF Document

Working with Comments

Initiating an Email-Based Review

10 Working with Forms in Acrobat

Converting PDF Files to Interactive PDF Forms

Adding Form Fields

Types of Form Fields

Creating Multiple Form Fields

Distributing Forms

Collecting Form Data

Working with Form Data

Calculating and Validating Numeric Fields

11 Using Actions

Actions Overview

Using Predefined Actions

Creating Actions

Sharing Actions

12 Using Acrobat in Professional Printing

Creating PDF Files for Print and Prepress
Guidelines for Creating Print-Ready PDF Files
Preflighting Files
Working with Transparency

PDF Standards
Flattening Options in the Flattener Preview
Setting up Color Management
Previewing Print Jobs
Advanced Printing Controls and Options