

Adobe Acrobat Training

Learn to work with Adobe Acrobat to convert documents into PDFs, manipulate, merge, arrange, share, and protect PDF files. Convert electronic files and scanned paper documents into a standard PDF format.

For more information, visit
<https://cl2.nobledesktop.com/classes/adobe-acrobat-class-nyc>



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Course Outline

Getting Started

- How to install Adobe Acrobat DC
- How to launch Adobe Acrobat DC
- How to navigate the workspace

Creating PDFs

- How to create a PDF from an image
- How to create a PDF from a scanner
- How to create a form
- How to combine files into a single PDF

Editing PDFs

- How to edit text in a PDF
- How to add images to a PDF
- How to delete pages from a PDF
- How to organize pages in a PDF
- How to add bookmarks to a PDF

Reviewing, Security, and Signing

- How to use the comment tools
- How to add a password to a PDF
- How to digitally sign a PDF
- How to redact a PDF

Exporting and Sharing

- How to export a PDF to Microsoft Word
- How to export a PDF to Excel
- How to share a PDF via email