



Adobe Acrobat DC

The world's leading PDF solution. Change the way you work with design layouts, press-ready files and office documentation.

You do not require any prior software experience in order to book for this course. You should, however, be able to use a computer at a basic level.



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Course Outline:

- Getting Started in Acrobat
- Creating PDFs from Third Party Applications
- Creating PDFs from Within Acrobat
- Editing PDFs with Acrobat
- Enhancing PDFs
- Rich Content and Interactivity
- Combining and Rearranging PDFs
- Extracting and Converting Content
- Portfolios
- Forms
- Comments
- PDF Reviews
- Preflight and Print Production
- Scanning and Optical Character Recognition (OCR)
- Automating Tasks
- Protecting and Securing PDF's

Note:

- Learners will receive comprehensive original PDF notes and course material.
- An Adobe Certificate of Completion will be issued once the final lesson has been completed.