

Acrobat Essentials - 1 day Beginner course

If you'd like to learn about what Acrobat can do, this course is a great option. Learn how to create PDFs from Microsoft Office, edit, extract, comment, bookmark, navigate, combine, repurpose, sign (on desktop and phone/tablet) and finally secure your Adobe PDF document.

Our pledge

This course is guaranteed to be delivered by an Adobe Certified Instructor from Certitec - our pledge of excellence.

Overview

Improve the way in which you create, combine, distribute and share Adobe PDF documents with this highly acclaimed essentials course. We concentrate on the major areas of Adobe Acrobat - creating, combining, editing and securing, plus a few surprises! Learn the basics of Acrobat in a business environment.

Who is this course for?

Our Essentials course is ideally suited for beginners and for those who wish to know more about Acrobat. This course is intended for people who work (or who are planning to work) with the Adobe PDF format and with Adobe Acrobat. PDF is now such a popular format that this course could be useful to those who work in virtually any industry.

What is this 'Essentials' course?

We do find some people like to just know the very basics since they might be undertaking small projects or just making amends to existing content. This 'Essentials' course is effectively day one of our two day Introduction course.

Assumed knowledge

You do not require any previous knowledge of Acrobat or Adobe PDF.

Do you already have some experience of Adobe Acrobat?

You might already be self-taught or been using Acrobat without formalised training for a while and not sure if this Introduction course is suitable? We recommend that you read the course outline and if you know 85% or more of the content then choose the Advanced course - if less than 85% then this Introduction course will provide you the building-block skills you require.

What you will learn



Upon successful completion of this course, students will be able to:

- The Acrobat interface
- Linking to the Adobe document cloud
- Generate PDF files
- Document bookmarking
- Document repurposing
- PDFs from web pages
- Combining
- Editing and repurposing
- Signing on desktop and phone/tablet
- Securing your PDF

Level: **Beginner**
Duration: **1 day**
Cost: **£299 +VAT**



Claim: **£60 FlexiCredit**
Exam included: **No**

Mac and Windows  
Maximum delegates: **8**



This course is Adobe Authorised and delivered by an Adobe Certified Instructor

Payment

Payment can be made by cheque, BACS or all major credit/debit cards

London Covent Garden

17 July 2019
28 August 2019
20 November 2019

Related Courses

Acrobat Introduction
Acrobat Forms

Course outline

Getting to know the basics

- Home (interface)
- Tools (interface)
- Linking to Adobe Document Cloud
- Linking to DropBox
- Linking to Sharepoint
- Working with multiple documents

Create PDF from Microsoft Office

- Generate PDFs from Microsoft Office
- The PDF Maker options
- Embedding bookmarks, links and comments
- Retaining rich content
- Embedding fonts

Bookmarking

- Automatic bookmarks
- Creation of manual bookmarks
- Bookmarks that do something different
- Importing bookmarks

Repurposing

- PDF to Word
- PDF to Excel
- PDF to Powerpoint

PDF from HTML

- Conversion options
- Selection mode
- Output control

Combining

- Combining single PDFs
- Combining multiple PDFs
- Copy and paste pages
- Extract pages
- Replaces pages

Editing

- Adding and editing text
- Formatting text
- Change image properties
- Open images in image editor
- Open objects in object editor
- Save out images

Scanned content to copy-edit

- Enhance documents ready for conversion
- Enhance scanned content
- Convert to real text
- Edit real text

Security

- Different types of Acrobat security
- Security Policies
- Applying security and testing
- Password and permissions restrictions
- Removing security

Further information

Our guarantee of training satisfaction

No questions, no quibbles, no problem!

Should you ever need to take your course again, just let us know.

Requirements

- Basic knowledge of Windows or Macintosh.
- Understand how to launch an application and save files.
- For web courses you will need to have knowledge of web browsers.

Lunch

We provide flexible lunch vouchers which can be redeemed at outlets nearby such as

- Bella Italia
- Boots
- Burger King
- Co-operative
- Eat
- Greggs
- McDonalds
- Pizza Express
- Pret A Manger
- Starbucks
- Sainsbury's
- Tesco

to name but a few.

Support

We supply 6-months rock-solid support via email on the subject matter covered during the course.

General information

- Courses start at 10am and finish at 5pm.
- Please arrive 30 minutes prior to the start of the course on the first day.
- We operate a casual dress code.
- We supply all computers, software and courseware, pads, pens, lunch and refreshments.

- We have both macOS and Windows computers in our training rooms.
- Bring along a USB/Flash drive so you can take away your course files.
- Following your course, we will email you an Adobe Authorised Course Completion Certificate.
- Each course comes with an 500-page Adobe Classroom training book.
- Access to a secure section of our site that offers useful tips and tricks.

Certitec.

Adobe Authorised Training for Creatives & Professionals

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