

# INTRODUCTION TO ADOBE ACROBAT

COURSE OUTLINE

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# Introduction to Adobe Acrobat

## Course Aims

This one-day introduction to Adobe Acrobat is designed for professionals, students, and individuals who want to gain a foundational understanding of the software. Through guided demonstrations and hands-on practice, participants will explore the Adobe Acrobat workspace and toolbar, create PDFs from various file formats, edit text and images, organise PDF pages, create interactive forms, use commenting and markup tools, apply password protection and encryption, perform OCR on scanned documents, export and convert PDFs to Word and Excel, redact sensitive content and remove metadata, add and verify electronic signatures, and apply accessibility best practices. By the end of this course, participants will be empowered with the fundamental skills in Adobe Acrobat, enabling them to create, edit, secure, and collaborate on PDF documents effectively.

## Duration

6 hours (Face to Face or Virtual)

## Target Audience

This one-day introductory course is designed for professionals, students, and individuals who want to gain a foundational understanding of Adobe Acrobat.

## Learning Outcomes

By the end of the course, participants will be able to:

- Understand the role of Adobe Acrobat in document management
- Navigate the Acrobat interface, toolbar and menu options confidently
- Create PDFs from various file formats using built-in conversion tools
- Edit and manipulate text and images within PDF documents
- Rearrange, merge and split pages across PDF documents
- Create interactive forms with custom form fields
- Use commenting and markup tools to annotate and collaborate
- Apply password protection, encryption and security features
- Perform OCR to make scanned documents searchable and editable
- Export and convert PDFs to Word, Excel and other formats
- Redact sensitive information and remove hidden metadata
- Add, verify and manage electronic signatures
- Apply accessibility best practices for inclusive PDF documents

# Course Content

## Session 1 - Overview of Adobe Acrobat

- Introduction to the Adobe Acrobat software suite.
- Understanding the role of Acrobat in document management.

## Session 2 - Navigating the Acrobat Interface

- Accessing and navigating the Acrobat interface.
- Understanding the toolbar and menu options.

## Session 3 - Creating PDF Documents

- Creating PDFs from various file formats.
- Utilising Acrobat's built-in conversion tools.

## Session 4 - Editing Text and Images

- Editing and manipulating text within PDFs.
- Inserting, modifying and cropping images.

## Session 5 - Organising PDF Pages

- Rearranging, adding and deleting pages in PDFs.
- Merging and splitting PDF documents.

## Session 6 - Forms Creation and Editing

- Creating interactive forms in Acrobat.
- Adding form fields and customising form elements.

## Session 7 - Commenting and Markup Tools

- Utilising commenting tools for collaboration.
- Adding annotations, highlights and markups.

## Session 8 - Security and Document Protection

- Applying password protection to PDFs.
- Implementing encryption and document security features.

## Session 9 - Optical Character Recognition (OCR)

- Performing OCR to convert scanned documents into editable text.
- Enhancing searchability and accessibility of PDF content.

## Session 10 - Exporting and Converting PDFs

- Exporting PDFs to different file formats.
- Converting PDFs to Word, Excel and other formats.

## Session 11 - Redaction and Data Removal

- Redacting sensitive information from PDFs.
- Removing metadata and hidden data.

## Session 12 - Electronic Signatures

- Introduction to electronic signatures in Acrobat.
- Adding, verifying and managing digital signatures.

## Session 13 - Accessibility Features

- Ensuring PDF accessibility for users with disabilities.
- Implementing best practices for accessible PDFs.