

# Adobe Acrobat – PDF Documents in Office Workflow

Course code: ACR1

In this course you will learn how to create correct PDF documents in everyday office practice – convert from MS Office applications (Word, Excel, PowerPoint, Outlook, Access, Visio, Project, and Publisher), convert from images, web pages and scanning. You will learn how to perform basic editing PDF documents, optimize their size, secure by password, digitally sign and prepare them for distribution. You will try to use your comments and reviewing in working group.

## Who is the course for

The course is intended for general users who want to learn to create correct PDF documents in everyday office practice.

## What we teach you

- view PDF documents and search them
- use the Adobe PDF printer
- create PDF from MS Office applications
- create PDF from web pages
- create PDF scanning
- add headers, footers and background
- copy the contents of PDF and export it
- edit pages, objects and text
- prepare PDF documents for distribution
- review PDF documents
- securing PDF documents
- digitally sign PDF documents

## Required skills

Basic operation of Microsoft Windows, knowledge of some programs from the MS Office.

## Course outline

### Basics with Adobe Acrobat

- working environment
- viewing PDF documents
- amendments of viewing PDF documents

### Searching and indexing PDF

- searching PDF
- creating PDF indexes

### creating PDF

- opening of supported file types
- the pictures
- text files
- converting from web pages
- converting web pages to PDF in Internet Explorer
- converting web pages to PDF in Acrobat
- Adobe PDF printer
- To set the properties for printing
- PDF Maker
- MS Word
- MS Excel
- MS PowerPoint
- MS Access

#### GOPAS Praha

Kodaňská 1441/46  
101 00 Praha 10  
Tel.: +420 234 064 900-3  
[info@gopas.cz](mailto:info@gopas.cz)

#### GOPAS Brno

Nové sady 996/25  
602 00 Brno  
Tel.: +420 542 422 111  
[info@gopas.cz](mailto:info@gopas.cz)

#### GOPAS Bratislava

Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 248 282 701-2  
[info@gopas.sk](mailto:info@gopas.sk)



Copyright © 2020 GOPAS, a.s.,  
All rights reserved

# Adobe Acrobat – PDF Documents in Office Workflow

- MS Outlook
- MS Visio
- MS Project
- scan to PDF
- scan settings
- text recognition
- create a blank PDF
- creating a PDF from clipboard
- combination of multiple files into one PDF
- combine files into a PDF Portfolio

## Adding a single page elements

- adding and editing headers and footers
- adding and editing background
- adding and editing watermarks
- crop pages

## Reusing PDF content

- selecting and copying text
- copy tables and graphs
- copy images
- create a snapshot of the page
- export PDF to other file formats

## PDF editing

- editing pages
- text editing
- objects editing

## Preparation PDF distribution

- metadata
- default view
- reducing the size of PDF

## Collaboration

- share files and collaborate in real time ( Acrobat.com )
- preparation, initiation and participation in the review PDF
- monitoring and managing PDF reviews
- commenting
- managing notes
- import and export notes

## Security

- opening of secure documents
- security methods
- document security using passwords
- document security using certificates
- security policy settings
- creating or obtaining digital IDs
- removing sensitive content

## Digital Signatures

### GOPAS Praha

Kodaňská 1441/46  
101 00 Praha 10  
Tel.: +420 234 064 900-3  
[info@gopas.cz](mailto:info@gopas.cz)

### GOPAS Brno

Nové sady 996/25  
602 00 Brno  
Tel.: +420 542 422 111  
[info@gopas.cz](mailto:info@gopas.cz)

### GOPAS Bratislava

Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 248 282 701-2  
[info@gopas.sk](mailto:info@gopas.sk)



Copyright © 2020 GOPAS, a.s.,  
All rights reserved

# Adobe Acrobat – PDF Documents in Office Workflow

- signing PDF
- certified PDF
- delete or remove a digital signature
- signature verification

**GOPAS Praha**

Kodaňská 1441/46  
101 00 Praha 10  
Tel.: +420 234 064 900-3  
[info@gopas.cz](mailto:info@gopas.cz)

**GOPAS Brno**

Nové sady 996/25  
602 00 Brno  
Tel.: +420 542 422 111  
[info@gopas.cz](mailto:info@gopas.cz)

**GOPAS Bratislava**

Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 248 282 701-2  
[info@gopas.sk](mailto:info@gopas.sk)



Copyright © 2020 GOPAS, a.s.,  
All rights reserved