

## ACROBAT DC – CHECK YOUR SKILLS

<b>Company</b>		<b>Name</b>	
<b>Dept.</b>		<b>Tel</b>	

**Important questions prior to any training :**

Which version are you currently working with ?

None (purchase planned)

Only Acrobat Reader

Acrobat Standard                      11                      DC

Acrobat Professional                      11                      DC

Other

*To help you answer :*

**Conversions can be of two types :**

- ❶     Converting using the PRINT command : you select the PDF printer, no actual printout will be produced but the file will be converted into a PDF file. The result is a "photographic output". If you try to open it for screen reading, you will notice that there will be no "*dynamism*" (you cannot follow any link, navigate in the document using the bookmarks pane or the table of contents ...). The file can be printed. It will look exactly like your source document (format, fonts, page breaks etc ...)
  
- ❷     A deep conversion . It is usually run from within Office. Again, the conversion will preserve the source format, fonts and so on but it will also preserve its structure : navigation through the bookmarks pane, dynamic links, dynamic table of contents etc ...

<b>Touch up</b>	<i>You don't MODIFY a PDF document, you use TOUCH UP tools. You can make minor text changes, delete or add pages etc ...</i>
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Workshop	Content	Need
<b>Convert Touch up Protect</b>	<i>Convert an Office document (Word-Excel-PowerPoint) to PDF format.</i> Convert Office files to obtain a well structured, dynamic and easy to navigate PDF file. Master Acrobat basic tools to display and navigate into the document and master the main touch up tools.	Mastered Learn Refresh No need
<b>Forms</b>	Add form fields such as check boxes, radio buttons, combo boxes ... to a PDF file  Create a simple form but mastering the process from A to Z	Mastered Learn Refresh No need

Any other special needs ?