

Adobe Acrobat - Create and manage custom actions and tools

Duration: 0,5 day

Audience: Pour tous

Who is this training for?

Anyone using PDF documents or responsible for information management

Training objectives

- Understand the concept of action
- Create and manage actions in PDF documents
- Save time and limit the number of keyboard operations by using actions
- Create and manage custom tools

Summary

This training saves time and streamlines work in Adobe Acrobat by using custom actions and tools.

You'll learn how to automate repetitive tasks with actions, create, edit, and share them, as well as design toolsets tailored to your needs to quickly access the most used features.

Course outline

Module 1 - Using the Action Wizard

- About Actions in Adobe Acrobat
- Using Predefined Actions
- Managing Predefined Actions
- Reordering Actions
- Copying
- Importing and Exporting an Action
- Searching for and Downloading Other Actions Online
- Creating and Managing a Custom Action

- Creating and Executing an Action
- Renaming an Action
- Editing an Action
- Copying or Deleting an Action
- Importing and Exporting an Action
- Automate Password Entry for Actions

Module 2 - Create and Manage a Custom Tool

- Create Custom Tools to Display in the Quick Toolbar
- Create a Custom Toolset
- Choose and Add Tools in the Custom Set
- Add a Section
- Add an Instruction
- Add a Separate
- Change the Section Name or Statement
- Reorder the Tools in the Custom Set
- Delete the Tools in the Custom Set
- Save the Custom Toolset
- Use Custom Toolset
- Export Custom Toolset

Approach and methodology

Short lectures, demonstrations and hands-on workshops focused on task automation and workflow optimization.

Prerequisites

Hold an Adobe Acrobat Pro license.

Recommendations

Experience with Adobe Acrobat Pro or Adobe Acrobat Reader.