



# Adobe Acrobat PRO

Το Adobe® Acrobat® DC είναι ένα απαραίτητο εργαλείο στη σημερινή ψηφιακή εποχή. Χρησιμοποιώντας τα λογισμικά Acrobat Standard ή το Acrobat Pro μπορείτε να μετατρέψετε σχεδόν οποιοδήποτε έγγραφο σε Adobe Portable Document Format (PDF), διατηρώντας την ίδια εμφάνιση και περιεχόμενο του πρωτότυπου αρχείου, περιλαμβανομένων γραμματοσειρών και γραφικών. Μπορείτε επίσης να επεξεργαστείτε κείμενο και εικόνες σε έγγραφα που έχουν μετατραπεί σε PDF, να στείλετε ή να κοινοποιήσετε PDF έγγραφα για κοινή χρήση, να δημιουργήσετε διαδραστικές φόρμες και πολλά άλλα.



**ΚΩΔΙΚΟΣ:** ED22A10



**ΔΙΑΡΚΕΙΑ:** 14 ώρες



**ΗΜΕΡΟΜΗΝΙΑ ΕΝΑΡΞΗΣ:** Τρίτη, 10/05/2022



**ΣΕ ΠΟΙΟΥΣ ΑΠΕΥΘΥΝΕΤΑΙ:**

Εργοδοτούμενοι (διοικητικό, τεχνικό και επιστημονικό προσωπικό) που έχουν βασικές ψηφιακές δεξιότητες Ηλεκτρονικών Υπολογιστών.



**ΠΡΟΫΠΟΘΕΣΕΙΣ ΣΥΜΜΕΤΟΧΗΣ:**

Βασικές γνώσεις των Windows



**ΓΛΩΣΣΑ ΔΙΔΑΣΚΑΛΙΑΣ:**

Ελληνικά



**ΔΙΔΑΚΤΙΚΗ ΥΛΗ:**

Διδακτικό υλικό στην Αγγλική/Ελληνική Γλώσσα



**ΔΙΔΑΚΤΙΚΗ ΜΕΘΟΔΟΛΟΓΙΑ:**

- Κατά πρόσωπο εκπαίδευση
- Σύγχρονη ή/και ασύγχρονη εξ αποστάσεως ηλεκτρονική μάθηση

- Διάλεξη
- Συζήτηση
- Επίδειξη
- Ερωτήσεις απαντήσεις
- Παραδείγματα
- Πρακτικές Ασκήσεις



**ΣΤΟΧΟΙ ΚΑΤΑΡΤΙΣΗΣ:**

Με την λήξη του προγράμματος οι συμμετέχοντες θα είναι σε θέση να:

- Create Adobe PDF Files
- Reading and Working with PDF Files
- Enhancing PDF Documents
- Editing Content in PDF Files
- Using Acrobat on Mobile Devices
- Using Acrobat with Microsoft Office Files
- Combine Files
- Add Signatures and Security
- Create Forms in Acrobat
- Use Actions (Acrobat Pro)

Contact us

**77 77 72 52**

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 **ΤΟΠΟΘΕΣΙΑ: WEBINAR**

 **ΗΜΕΡΟΜΗΝΙΕΣ ΚΑΙ ΩΡΕΣ:**

**ΤΡΙΤΗ 10/05/2022, 08:15 - 16:00**

**ΤΕΤΑΡΤΗ 11/05/2022, 08:15 - 16:00**

 **ΚΟΣΤΟΣ ΑΝΑ ΣΥΜΜΕΤΕΧΟΝΤΑ:**

Περιλαμβάνει την παρακολούθηση του σεμιναρίου, σημειώσεις και πιστοποιητικό.  
Σε περίπτωση εκπαίδευσης με καθοδήγηση στην τάξη, προσφέρονται δωρεάν καφές, σνακ και μεσημεριανό γεύμα (μόνο για ολοήμερα μαθήματα).

#### Κόστος συμμετοχής

- Συνολικό Κόστος: €350
- Επιχορήγηση ΑΝΑΔ: €168
- Καθαρό Κόστος: €182

#### Για άνεργους Και Φοιτητές

- Παρακαλώ επικοινωνήστε μαζί μας

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# ADOBE ACROBAT PRO

## ΕΝΟΤΗΤΕΣ ΣΕΜΙΝΑΡΙΟΥ

### ΕΝΟΤΗΤΑ 1:

#### 1. Introducing Adobe Acrobat DC

- About PDF
- About Adobe Acrobat
- About Acrobat Reader
- About Document Cloud
- About the Acrobat mobile apps
- Using PDF on the web
- Adding Acrobat Reader installers
- About the Home view
- Opening a PDF file
- Working with toolbars
- Tools in the Tools pane
- Working with tools
- Navigating PDF documents
- Viewing PDF presentations in Full Screen mode
- Viewing PDF files in Read mode
- Customizing the Acrobat toolbar
- Setting Acrobat preferences for web browsing
- Customizing the brightness of the user interface

#### 2. Creating Adobe PDF Files

- About creating Adobe PDF files
- Using the Create PDF tool
- Dragging and dropping files
- Saving PDF files to cloud accounts
- Converting different types of files
- Inserting a blank page
- Using PDFMaker
- Using the Print command to create Adobe PDF files
- Reducing file size
- Adobe PDF presets
- Optimizing PDF files (Acrobat Pro only)
- Creating files from the clipboard
- Scanning a paper document
- Making scanned text editable and searchable
- Scan using mobile devices
- Converting web pages to Adobe PDF

#### 3. Reading and Working with PDF Files

- About the onscreen display
- Reading PDF documents
- Searching PDF documents
- Printing PDF documents
- Printing booklets

- Filling out PDF forms
- About flexibility, accessibility, and structure
- Working with accessible documents
- Making files flexible and accessible (Acrobat Pro only)
- About tags
- Using Acrobat accessibility features (Standard and Pro)

#### Sharing PDF files

### ΕΝΟΤΗΤΑ 2:

#### 4. Enhancing PDF Documents

- Examining the work file
- Moving pages with page thumbnails
- Manipulating pages
- Renumbering pages
- Applying Bates numbering (Acrobat Pro only)
- Managing links
- Working with bookmarks
- Naming bookmarks automatically
- Setting document properties and metadata
- Adding multimedia files
- Setting up presentations

#### 5. Editing Content in PDF Files

- Editing text
- Redacting text (Acrobat Pro only)
- Working with images in a PDF file
- Copying text and images from a PDF file
- Exporting PDF content to a PowerPoint presentation
- Saving PDF files as Word documents
- Extracting PDF tables as Excel spreadsheets

#### 6. Using Acrobat on Mobile Devices

- About the Acrobat mobile apps
- Getting Started
- Using the Acrobat Reader app
- Using Document Cloud in a web browser
- Using the Fill & Sign app
- Using the Adobe Scan app

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## ΕΝΟΤΗΤΕΣ ΣΕΜΙΝΑΡΙΟΥ

### ΕΝΟΤΗΤΑ 3:

#### 7. Using Acrobat with Microsoft Office Files

- Getting started
- About Acrobat PDFMaker
- Converting Microsoft Word files to Adobe PDF (Windows)
- Creating Adobe PDF files from Word mail-merge templates
- Converting Word documents to PDF (macOS)
- Converting Excel documents (Windows)
- Converting Excel spreadsheets (macOS)
- Using the Spreadsheet Split view
- Converting PowerPoint presentations (Windows)
- Converting PowerPoint presentations (macOS)

#### 8. Combining Files

- About combining files
- Selecting files to combine
- Arranging pages
- Merging the files
- Creating a PDF Portfolio (Acrobat Pro)

#### 9. Adding Signatures and Security

- Getting started
- Viewing documents in Protected Mode in Reader (Windows only)
- About security in Acrobat
- Viewing security settings
- Adding security to PDF files
- About digital signatures
- Sending a document for others to sign
- Using the Fill & Sign tool
- Using digital IDs

#### 10. Using Acrobat in a Review Cycle

- About the review process
- Getting started
- Adding comments to a PDF document
- Commenting in Acrobat Reader
- Working with comments
- Initiating a shared review
- Summarizing comments
- Using a network folder for a shared review
- Comparing versions of documents

### ΕΝΟΤΗΤΑ 4:

#### 11. Working with Forms in Acrobat

- Getting started
- Converting PDF files to interactive PDF forms
- Types of form fields
- Adding form fields
- Specifying an answer format
- Using image buttons
- Distributing forms
- Collecting form data
- Tracking forms
- Options for distributing forms
- Working with form data
- Exploring on your own: Calculating and validating numeric fields

#### 12. Using Actions (Acrobat Pro)

- About actions
- Using predefined actions
- Creating an action
- Avoiding the Full Screen mode warning
- Sharing actions

#### 13. Using Acrobat in Professional Printing

- Creating PDF files for print and prepress
- Guidelines for creating print-ready PDF files
- Preflighting files (Acrobat Pro)
- Working with transparency (Acrobat Pro)
- Custom preflight profiles
- PDF standards
- What is rasterization?
- About flattening options in the Flattener Preview dialog box
- Setting up color management
- Previewing your print job (Acrobat Pro)
- Advanced printing controls

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## Registration Form

*(To digitally sign, this form must be opened in Adobe Acrobat or Reader)*

**Seminar Code:**
**Title:**
**Start Date:**

\* Required

### A. Organization's Details (if applicable)

* Company/Organization:		* Size:	
Economic Activity:		* Telephone:	
Address:		Postal Code:	
* Authorised person for the registration:		* Email:	
		* Direct Telephone:	
* <b>Number of participants:</b>			

### B. Participant's Details (1)

* Title:	* Name:		* Surname:	
Title/ Job Position:			* Email:	
Job description:			* Mobile:	
Reasons for participating in the seminar:				
If lunch is included in the seminar, please state below any dietary preferences:				

### B. Participant's Details (2)

* Title:	* Name:		* Surname:	
Title/ Job Position:			* Email:	
Job description:			* Mobile:	
Reasons for participating in the seminar:				
If lunch is included in the seminar, please state below any dietary preferences:				

### B. Participant's Details (3)

* Title:	* Name:		* Surname:	
Title/ Job Position:			* Email:	
Job description:			* Mobile:	
Reasons for participating in the seminar:				
If lunch is included in the seminar, please state below any dietary preferences:				

### B. Participant's Details (4)

* Title:	* Name:		* Surname:	
Title/ Job Position:			* Email:	
Job description:			* Mobile:	
Reasons for participating in the seminar:				
If lunch is included in the seminar, please state below any dietary preferences:				

### B. Participant's Details (5)

* Title:	* Name:		* Surname:	
Title/ Job Position:			* Email:	
Job description:			* Mobile:	
Reasons for participating in the seminar:				
If lunch is included in the seminar, please state below any dietary preferences:				

## Registration Form

### C. Participation Cost

**PARTICIPATION IN THE SEMINAR IS PREPAID (at least three days before the start of the seminar)**

**Please invoice:**      The participant                      The company                      Not applicable

**Please select:**

Participants are entitled the Human Resource Development Authority (HRDA) subsidy                      € 182

Participants are **not** entitled the Human Resource Development Authority (HRDA) subsidy                      € 350

Participants are unemployed and registered at Public Employment Service                      Please contact us at 77777252

Cheques must be issued to **EDITC Ltd** and payment can be made directly through deposit to the account of the company

**Account Name:** EDITC LTD

**IBAN:** CY19 0050 0115 0001 1501 0686 9601

**Account Number:** 115-01-068696-01

**SWIFT/BIC:** HEBACY2N

### D. Terms and conditions for participation in EDITC seminars

1. EDITC will inform the client upon receipt of the application form. Written confirmation for the implementation of the training program will be sent within 3-5 days before the start date of the seminar. In exceptional cases written confirmation may be sent one day before the start of the program. **Participants are encouraged to contact the company in case they did not receive the confirmation.**
2. Cancellations should be done in writing at least 5 working days prior to the start date of the seminar. Cancellations that do not meet the above term are invoiced the entire cost of the seminar.
3. The company has the right to cancel or postpone a training program up to one day before the start date of the program.
4. All registrations are strictly prepaid except for credit customers.
5. Participants with less than 75% attendance cannot be subsidized by the HRDA and in such a case the participants (or their company) will have to pay the amount of the HRDA subsidy.
6. In case of subsidized programs by the HRDA all the required forms of HRDA must be sent to EDITC before the start of the training program.
7. Digital Certificates of participation are issued to participants after the completion of the course provided that their financial obligations and obligations regarding HRDA forms are settled.

**\* We agree with the above terms and conditions**

\* Signature:

*(To digitally sign,  
this form must be  
opened in Adobe  
Acrobat or Reader)*

\* Date:

Stamp (in case of company):