



Acrobat Pro DC Advanced

This course covers the vital skillsets used by all design and business professionals. You will learn to protect confidential material in your PDFs with unmatched security methods – 256-bit AES encryption password, digital signatures, content censorship with redaction and more. You will also master the creation of interactive e-forms and track the results of distributed e-forms from your recipients. To boost your efficiency in Acrobat Pro, you will learn to create automated actions in completing series of tasks.

Target Audience: Intermediate Users **Prerequisite:** Basic experience in Acrobat Pro

Duration 1 Day

Hours 9am to 6pm

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Create Electronic Forms

- Get started with the Form Wizard
- Automatically Recognize Form Fields
- Understand how Form Recognition Works
- Design with Form Options: Text fields, Radio Buttons, Checkboxes, List Options, Dropdown Lists (formerly Combo Box) etc.
- Modify Attributes & Options of a Field
- Add the Reset & Submit Buttons
- Add Data Formatting, Calculation & Validation Functions in the Form Fields
- Export & Import Form Data

Distribute & Track the Forms

- Distribute Forms with the Wizard
- Setup the Distribution & Collection Method
- Track the Responses from Recipients
- Export Form Responses for MS Excel

Security with Certificate Based Signatures

- Set up a Digital ID
- Protect with Digital Signatures
- Edit Signature Properties & Tooltip
- Customize a Signature Appearance
- Learn to Create a Strong Password
- Sign a Digital Signature
- Lock a Form After Signing

Remove Confidential Content

- Mark Content for Redaction
- Modify Redaction Appearances
- Redact with Search Function
- Permanently Remove Sensitive Content with Redaction
- Redact with Sanitize Document feature

Security with Encryptions

- Set Users' Authority Permission
- Encryption with Certificate
- Export Certificates for Validation
- Remove Security Encryptions

Productive Workflow with Automation

- Automate a Task Routine with the Enhanced Action Wizard
- Configure an Action Preset
- Set Up a Customized Action

Also Consider: InDesign CC: Essentials, Illustrator CC: Essentials & Photoshop CC: Essentials