Acrobat Pro: PDF, Security & Forms

The PDF file format is the most common, accessible and versatile form of electronic document used by all professionals across different industries. In this course, our experienced Adobe Certified Instructor will guide you through a holistic range of solutions in PDF editing, adding interactivity, navigations, converting files to PDF, securing them with passwords and many more. This course is suitable for anyone who wishes to gain professional skills in handling PDF to optimize their daily workflow.

Target Audience: New & Basic Users   **Prerequisite:** Basic I.T. skill

Duration 2 Days

Hours 9am to 6pm

REGISTER NOW

Essential Basics

- Understanding the basics of an Adobe PDF file
- An overview of the Acrobat user interface
- Using the Menu bar
- Customizing the Toolbars
- Knowing the various navigation & viewing options
- Retracing your viewing path
- Using the Split & Spreadsheet Split views
- Using the Find and Advanced Search commands to locate text

PDF Creation

- Creating PDFs from images, web pages & other applications
- Merging multiple files into a PDF using the improved Combine Files dialog box
- Understanding the various PDF conversion settings
- Creating a PDF from Microsoft Office applications
- Making scanned PDFs searchable with OCR
- Reviewing & correcting OCR suspects

Add & Manipulate Content

- Adding and editing text with the content editing tools
- Editing PDF text & images
- Changing fonts and typeface size, adjusting alignment, adding superscripts and subscripts
- Adding images to a PDF page
- Flipping, rotating, cropping, and resizing images
- Adding Watermarks
- Adding Headers & Footers
- Adding page numbers & backgrounds
- Inserting, moving, deleting, cropping, rotating & extracting pages

PDF Export & Optimization

- Reverse conversion of PDF files to other file formats (i.e. Word, Excel, PowerPoint, etc)
- Compressing the file size of a PDF
- Optimizing PDF file size for the Web

Navigation

- Making your PDF easy to navigate using bookmarks
- Adding & navigating with hyperlinks

Add PDF Comment

- Learning to use different commenting tools
- Using the text correction markup tools
- Working with the stamp tool
- Printing, summarizing & exporting comments

Redaction

- Censoring confidential information from your PDF
- Changing the redaction marks properties
- Marking content for redaction
- Searching & redacting contents

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PDF Security

- Understanding PDF Security
- Creating, applying & removing PDF passwords

Create Electronic Forms

- Getting started with the form wizard
- Automatically recognizing form fields
- Understanding how form recognition works
- Designing with form options such as text fields, radio buttons, checkboxes, list options, dropdown lists & others.
- Modifying properties & options of a form field
- Adding the reset & submit buttons for your users
- Adding data formatting, calculation & validation functions in the form fields
- Enabling Acrobat Reader users to save form data
- Exporting & importing form data
- Merging exported data files to a spreadsheet

Reviewing PDF Files

- Understanding what PDF reviews are
- Choosing a right method for reviews
- Enabling commenting for Acrobat Reader users so that they can take part in the reviews
- Starting an email-based review
- Starting a shared review
- Learning how to participate in a PDF review
- Managing PDF reviews once they have been started

Digital Signatures

- Understanding what digital signatures are
- Creating an e-signature field for your users to sign
- Sending PDF documents for others to sign digitally
- Learning how to sign a PDF document the right way
- Validating an e-signature to ensure a PDF file is signed properly