

Advanced Acrobat DC Training (1 Day)

Course Outline

In this Advanced Adobe Acrobat DC training class, students will learn how to convert and combine files, add security and signing options, set up a document review process, add actions, and prepare a PDF for professional printing using Acrobat DC.

Course Benefits

- Learn to convert and combine files.
- Learn to add security and signing options.
- Learn to set up a document review process.
- Learn to add actions.
- Learn to prepare a PDF for professional printing.

Course Outline

Combining Files

About Combining Files
Selecting Files to Combine
Arranging Pages
Merging the Files
Creating a PDF Portfolio (Acrobat Pro)

Signing Certified Documents
Securing PDFs in FIPS Mode (Windows)
Exploring on Your Own: Using Security Envelopes

Adding Signatures and Security

Viewing Security Settings
Adding Security to PDF Files
About Digital Signatures
Creating Digital Signatures
Signing in Preview Mode
Sharing Certificates with Others
Signing a Document Digitally
Modifying Signed Documents
Using Adobe EchoSign
Certifying PDF Files

Using Acrobat in a Review Cycle

About the Review Process
Getting Started
Adding Comments to a PDF Document
Commenting in Adobe Reader
Working with Comments
Summarizing Comments
Initiating a Shared Review
About Acrobat.com
Starting an Email-based Review

Working with Forms in Acrobat

- Converting PDF Files to Interactive PDF Forms
- Adding Form Fields
- Specifying an Answer Format
- Types of Form Fields
- Distributing Forms
- Tracking Forms
- Working with Form Data

Using Actions

- About Actions
- Using Predefined Actions
- Creating an Action
- Avoiding the Full Screen Mode Warning
- Sharing Actions

Using Acrobat in Professional Printing

- Creating PDF Files for Print and Prepress
- Guidelines for Creating Print-ready PDF files
- Preflighting Files (Acrobat Pro)
- Custom Preflight Profiles
- Working with Transparency (Acrobat Pro)
- 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