Advanced Acrobat Pro DC Training (1 Day)

Course Overview

This course covers a range of advanced document tools in Acrobat Pro DC. Students will learn to use document properties to tailor PDFs to their needs, master the art of comparing documents for nuanced changes, and learn techniques to enhance scanned documents.

In addition, students will explore the integration of rich media elements, such as sound, video, and interactive buttons, into PDFs, enabling them to create dynamic and engaging content. The course will also equip learners with the proficiency to utilize measurement tools effectively, including understanding and applying distance, perimeter, and area measurements accurately.

Moreover, students will gain hands-on experience in creating interactive forms, from converting documents from Word or InDesign to adding various form elements like checkboxes and radio buttons. They will also learn how to distribute these forms efficiently.

Participants will deepen their understanding of accessibility standards, discovering the importance of accessibility and learning how to conduct accessibility tests to ensure compliance. The course ends with a module on creating and managing signatures and certificates.

Course Benefits

- Learn to customize the workspace in Acrobat Pro DC.
- Master the skill of creating PDFs from technical documents.
- Enhance your PDF documents effectively.
- Create engaging and interactive PDF forms.
- Acquire the knowledge to finalize PDF files for commercial printing.

Course Outline

Advanced Document Tools
Using Document Properties
Comparing Documents
Enhancing Scans

Adding Rich Media
Adding Sound
Adding Video
Adding Buttons

Using the Measurement Tools
Understanding the Measurement Tool
Using the Distance Tools
Using the Perimeter Tool
Using the Area Tool

Creating Forms
Creating a Form from a Word Document
Creating a Form from InDesign
Adding Form Elements
Adding Check Boxes and Radio Buttons
Distributing Forms

Understanding Accessibility
What is Accessibility?
Running an Accessibility Test

Creating Signatures and Certificates
What is a Digital Signature?
Creating a Digital Signature
Adding a Signature to a Document