



Acrobat DC - Advanced

Course #: AA-201

Duration: 1 day

Prerequisites

Acrobat DC - Introduction or equivalent knowledge as well as basic experience with computers and exposure to Windows as well as common productivity tools such as Microsoft Word and Microsoft PowerPoint.

Details

As a business professional, you have some experience using Adobe® Acrobat®. Now you're ready to take further advantage of all the features of Acrobat DC to bring your documents to the next level. Whether you are creating PDFs for commercial printing or for viewing digital versions on a range of platforms, Adobe Acrobat DC enables you to output your content so your audience will be able to access and view the document just the way you intended. In this Adobe Acrobat DC training course, you will use Adobe Acrobat DC to convert technical documents to PDF files, enhance PDF documents, create interactive PDF forms, and secure PDF files.

Software Needed

- Adobe® Acrobat® DC
- Microsoft® Office

Outline

Acrobat DC - Advanced

- **Combining Documents**
 - Merging Multiple Files into a PDF
 - Creating a PDF Portfolio
 - Editing a Portfolio
 - Editing Files in a Portfolio
 - Securing a PDF Portfolio
- **Working Collaboratively**
 - Understanding Comments
 - The Comment Toolbar
 - Adding Sticky Notes
 - Using the Annotation Tools
 - Adding Comments Using Drawing Tools
 - Understanding the Comments Pane
 - Inserting Digital Identity Stamps
 - Understanding the Acrobat Review Processes
 - Understanding the Share Pane
 - Sharing a File for Review
 - Understanding the Review Tools
 - Viewing and Replying to Review Comments
 - Understanding the Comments Panel

- Managing Comments
 - Summarizing Comments
 - Tracking a Review
 - Working with a Received Review File
- **Creating Forms**
 - Understanding PDF Forms
 - Starting a Form with the Form Wizard
 - The Prepare Form Toolbar
 - Editing Form Fields
 - Form Field Names
 - Adding Text Fields
 - Changing Field Properties
 - Field Properties
 - Numeric Fields
 - Numeric Field Properties
 - Calculating Fields
 - Calculation Field Properties
 - Adding Hidden Fields
 - Adding Radio Buttons
 - Adding Dropdown Lists
 - Adding a Submit Button
 - Creating Multiple Copies of Fields
 - Adding Reset and Cancel Buttons
 - Testing Your Form
 - Editing a Tested Form
 - Distributing Forms by Email
 - Tracking Forms
 - Returning a Completed Form
 - Understanding the Form Responses File
- **Finding and Searching**
 - Understanding Finding and Searching
 - Finding Words
 - Searching Multiple PDFs
 - Performing an Advanced Search
- **Document Security**
 - Understanding Document Security
 - Adding a Document Open Password
 - Changing Password Protection
 - Adding Permissions Passwords
 - Removing Password Protection
 - Understanding the Redact Tool
- **Signatures**
 - Understanding Signatures
 - Understanding Adobe Sign
 - Preparing a File to Send for e-Signature
 - Working with Standard Fields
 - Working with Custom Fields
 - Additional Custom Fields
 - Sending a File for Signature
 - Receiving a File for e-Signature
 - Signing with an e-Signature
 - Creating a Self-Signed Digital ID
 - Certifying a PDF
 - Digitally Signing a PDF
 - Exporting a Digital ID Certificate
 - Verifying a Digital Signature
 - Encrypting for Certain IDs Using Certificates
 - Creating a User Security Policy
 - Applying a Security Policy
 - Sending Files as a Secure Attachment
- **Saving, Exporting, and Printing**
 - Understanding Save Options
 - Understanding Export Options

- Exporting to Word
- Exporting to an Image
- Exporting to HTML
- Understanding the Print Dialog Box
- Printing a Document

- **Getting Help**

- Understanding the Help Menu
- Using Help
- Searching for Online Help