# Acrobat Pro DC Training ↓ Protection, Signature, Navigation

Introduction to Acrobat Pro DC Training

# **PDF/A backup**

- Conformity levels and versions
  - $\circ$  PDF/A-1
  - o PDF/A-2-a-b-u
  - PDF/A-3
  - PDF/A-personalized
- How to create a PDF/A standard file
- Validation

### **Content modification:**

- Edit text and images;
- Manipulate graphic elements;
- Touch-ups on text and objects;
- Reuse PDF content extract images and text.

### Page management:

- Crop a page;
- Rotate a page;
- Insert a document;
- Move or copy pages;
- Extract pages;
- Replace pages;
- Delete pages;
- Renumber pages, headers and footers;
- Management of headers and footers;
- Insertion of a watermark;
- Managing a background;

# Protection

- Redactions and properties;
- Use security devices to protect PDF files;
- $\circ$  3 types of password protection;

# OCR

- Optical recognition of characters and properties
- Types of text search and retrieval

# Various features

- $\circ$  Customization and retrieval of notes and annotations, setting up of articles
- Creation of links to a file, to a page, to email and to URL
- $\circ$  Creation of buttons: navigation buttons, command buttons, custom buttons by clipart
- Add navigation structures articles, bookmarks, links
- Prepare PDFs for presentations

Learn the basics

<u>Adobe Acrobat Pro Training : Document Creation and Digital Signature</u>

Nous contacter: Doussou Formation Email: info@doussou-formation.com http://doussou-formation.com

