



# Acrobat Pro Training: Creating PDF Documents in Montreal, Gatineau, Quebec

## Introduction to Acrobat Pro Training

- Acrobat Pro Overview
- Acrobat tools and palettes
- Work scenarios with PDF format
- Edit an Acrobat document
- Acrobat tools and palettes
- Choice of displaying a document at the opening

## Creating PDF files

- Scan a document
- Create a PDF file from a document (MS Word, MS Excel)
- Create, edit, and organize a briefcase
- Convert a briefcase file to PDF
- The basic options of Adobe PDF
- Add, edit text
- Add images
- Move / delete / edit objects
- Insert headers and footers
- Place a background
- add, edit, delete pages
- Comments and annotations

## Create a form

- Preparing the form database
- Inserting form fields.
- Properties of form fields.
- Manage a default value.
- Dissemination of a form

## Optimization and export

- Reduce the weight of a PDF.
- Export a PDF to MS Word, MS Excel or MS PowerPoint

## Protection and signature

Password protection  
Restrict PDF modification  
Sign a PDF with a digital identity  
Certify a PDF file

Nous contacter:  
Doussou Formation  
Email: [info@doussou-formation.com](mailto:info@doussou-formation.com)  
<http://doussou-formation.com>

