



Adobe Acrobat Pro DC Training (PDF/A) | Certified Trainer

Introduction to Adobe Acrobat Pro DC Training

PDF/A backup

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

Protection

- Redactions and properties;
- Use security devices to protect PDF files;
- 3 types of password protection;
- Clean up a PDF of all hidden information

Digital signatures:

- Select a signature manager;
- Digital identification management;
- Change password options;
- Add a picture of your handwritten signature as signature;

If time allows it:

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;