

Adobe Acrobat Pro Training : Document Creation and Digital Signature

Introduction to Adobe Acrobat Pro Training

Environment

- Get to know the workspace and personalize it
- Explore palettes and move around the file;
- Change the display;
- Use move tools;

Creating a PDF file:

- Create a PDF file from another software;
- Create PDF file from multiple files;
- Convert a text or image file to PDF format;
- Convert a WEB page to PDF;
- Create PDF from text or image in clipboard;
- Copy text from PDF file in RTF format;
- Convert PDF file to image.

Modification of the content:

- Edit text and images;
- Manipulate the graphic elements.

Create move tools:

- Work with the thumbnails;
- Create bookmarks;
- Create interactive links;
- Add navigation structures – bookmarks, links and buttons

Features

- Image import
- Creation of visual links,
- Recording optimization,
- Creation of links to a file, page or URL ...,
- Creation of visual links (interactive table of contents);
- Crop tool,
- Search in PDF documents,
- Prepare PDFs for presentations,
- Multimedia – add videos and sounds,
- Reuse PDF content – extract images and text, save in other formats, add tags,
- Attach files
- Compare documents,

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
- Managing headers and footers;
- Inserting a watermark;
- Managing a background;

Protection

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

Comments:

- Underline with various colors
- Highlight
- Using commenting tools
- Using the drawing commentary tools
- Using comments
- Sending a document for review
- Activation of usage rights in Adobe Reader
- Exporting and importing comments

Digital signatures:

- Select a signature manager;
- Change password options;
- Add an image as a signature;

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