



ADOBE ACROBAT – ADVANCED

Course Duration: 1 Day

1. Saving/Converting Acrobat Files

- Reverting to the last Version Saved
- Autosave – Edit, Preferences & General
- Optimizing Adobe Files – Advanced Optimize PDF
- Audit the File's Space Usage
- Converting PDF Files to other file Formats
- Converting PDF Images to an image format

2. Editing PDF Documents

- Copying text, tables, images and Graphics
- Renumbering Pages
- Adding Headers and Footers
- Adding Watermarks and Backgrounds

3. Adding Navigation To PDF Documents

- Creating Page Thumbnails
- Adding Actions to Thumbnails
- Creating Tagged Bookmarks
- Adding Actions to Bookmarks
- Creating Links/Defining the Appearance
- Adding Actions to a Link/Editing a Link
- Creating links from URLs
- Removing Links
- Defining Articles
- Editing and Deleting Articles

4. Navigating with Layers

- Navigation with Layers
- Editing the Properties of Adobe PDF Layers
- Merging Layers
- Flattening Adobe PDF Layers
- Editing Layered Content/Locked Layers
- Combining Adobe PDF Layered Documents

5. Searching Adobe PDF Documents

- Finding Words in a Document
- Searching across multiple Adobe Documents

6. Finding Adobe PDF Files Using the Organizer

- Using the Categories Pane of the Organizer Window
- Using the File Pane of the Organizer Window
- Using the Pages Pane of the Organizer Window

7. Using Commenting Tools

- Selecting Tools to Add Comments
- Adding Note Comments
- Indicating Text Edits
- Highlighting crossing out and underlining text
- Adding Stamps
- Marking Up documents using draw tools
- Adding Comments in a Text Box
- Using the Callout Tool
- Adding Attachments as Comments
- Spelling-checking Comments and Forms
- Setting Commenting Preferences

8. Forms

- Creating/Editing Adobe PDF Forms
- Making a Form Fillable
- Setting Adobe Acrobat Form Field Properties
- Positioning Form Fields

9. Digital IDs and Certification Methods

- Using Digital IDs and Certification Methods
- Managing Digital ID Certificates
- Sharing your ID Certificate
- Getting Digital ID Information
- Checking Information on a Certificate
- Determining the trust level of a certificate

10. Working with Digital Signatures

- Tracking Signatures in the Palette
- Signing Documents
- Adding Signatures
- Changing and Removing Signatures
- Validating Signatures
- Setting Preferences for Digital Signatures