Course duration

- 1 day

Course Benefits

- Learn to convert and combine files.
- Learn to add security and signing options.
- Learn to set up a document review process.
- Learn to add actions.
- Learn to prepare a PDF for professional printing.

Available Delivery Methods

Public Class
Public expert-led online training from the convenience of your home, office or anywhere with an internet connection. Guaranteed to run .

Private Class
Private classes are delivered for groups at your offices or a location of your choice.

Course Outline

1. Combining Files
   1. About Combining Files
   2. Selecting Files to Combine
   3. Arranging Pages
   4. Merging the Files
   5. Creating a PDF Portfolio (Acrobat Pro)
2. Adding Signatures and Security
   1. Viewing Documents in Protected Mode (Windows only)
   2. About Security
   3. Viewing Security Settings
   4. Adding Security to PDF Files
   5. About Digital Signatures
   6. Creating Digital Signatures
   7. Signing in Preview Mode
   8. Sharing Certificates with Others
   9. Signing a Document Digitally

10. Modifying Signed Documents
11. Using Adobe EchoSign
12. Certifying PDF Files
13. Signing Certified Documents
14. Securing PDFs in FIPS Mode (Windows)
15. Exploring on Your Own: Using Security Envelopes
3. Using Acrobat in a Review Cycle
    1. About the Review Process
    2. Getting Started
    3. Adding Comments to a PDF Document
    4. Commenting in Adobe Reader
    5. Working with Comments
    6. Summarizing Comments
    7. Initiating a Shared Review
    8. About Acrobat.com
    9. Starting an Email-based Review
4. Working with Forms in Acrobat
    1. Converting PDF Files to Interactive PDF Forms
    2. Adding Form Fields
    3. Specifying an Answer Format
    4. Types of Form Fields
    5. Distributing Forms
    6. Tracking Forms
    7. Working with Form Data
5. Using Actions
    1. About Actions
    2. Using Predefined Actions
    3. Creating an Action
    4. Avoiding the Full Screen Mode Warning
    5. Sharing Actions
6. Using Acrobat in Professional Printing
    1. Creating PDF Files for Print and Prepress
    2. Guidelines for Creating Print-ready PDF files
    3. Preflighting Files (Acrobat Pro)
    4. Custom Preflight Profiles
    5. Working with Transparency (Acrobat Pro)
    6. PDF Standards
    7. What Is Rasterization?
    8. About Flattening Options in the Flattener Preview Dialog Box
    9. Setting Up Color Management
    10. Previewing Your Print Job (Acrobat Pro)
    11. Advanced Printing Controls

Class Materials

Each student will receive a comprehensive set of materials, including course notes and all the class examples.