

# ALPHAS FACTS

Alpha  
COMPUTER CONSULTANTS

Create Your Future



## Acrobat Advanced DC

**Acrobat Advanced DC** this course covers the many features of Acrobat, improving your PDF efficiency and workflow. Topics covered include creating PDF forms that can be filled out by Acrobat and Reader users, adding headers, footers and watermarks, working with digital signatures, adding video and sound, setting up a shared review, preparing a PDF for offset printing, setting up actions to speed workflow and learning about accessible PDFs.

**Course Prerequisites:** The prerequisites for this course is that you have completed the Acrobat for Business course or have equivalent knowledge.

**Duration:** One day 9:00 am - 4:30 pm

### Course Content

#### PDF Forms

- About PDF forms
- PDF form objects
- Creating a form
- Using the grid to lay out form fields
- Ruler guides
- The Form editing environment
- Creating form fields
- Deleting form fields
- Editing form field properties
- Adding a Dropdown
- Adding Text fields
- Adding a List of choices
- Adding Radio Buttons
- Adding a Check box
- Buttons for submitting a form
- Creating a button to reset a form
- Adding a digital signature field
- Set form field navigation (tab order)
- Aligning, Centering and Distributing form fields
- Enabling Adobe Reader users to save form data
- Exporting data from a form
- Importing data into a form
- Using form data to create a spreadsheet
- Distributing forms
- Collect Responses using Acrobat
- Fill and Sign flat paper forms
- Using Adobe LiveCycle Designer (Windows only)

#### Editing PDF Files

- Add text to PDFs (Add Text tool)
- Placing an image or an object
- Moving or editing an object
- Resizing an object
- Clipping an object
- Delete Clip
- Numbering pages
- Inserting headers and footers
- Inserting a background
- Inserting a watermark
- Redacting confidential content
- Searching for and redacting text
- Changing the look of redaction markers
- Specifying an initial view

#### Multimedia PDF files

- Action types
- Action triggers
- Adding multimedia to PDF files
- Adding 3D Files
- Interacting with 3D models
- Geospatial PDFs
- Using buttons
- Duplicating Buttons

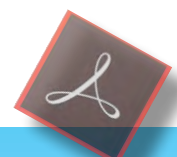
#### Digital Signatures

- About digital signatures
- Setting up signing
- Digital signatures overview
- Using digital IDs
- Creating a self-signed digital ID
- Changing the appearance of signatures
- Signature types

- Signing a PDF document (non certifying)
- Certifying a PDF
- Sending your digital ID certificate to others
- Getting digital ID certificates from others
- What makes a digital signature invalid?
- Validating signatures
- Adobe Approved Trust List (AATL)
- Displaying previous versions
- Comparing versions

#### Sharing and Reviewing PDF Documents

- Sharing PDF files
- About reviewing PDF documents
- About managed PDF reviews
- Choosing a distribution option for a shared review
- Starting a shared review
- Enable commenting for Reader users
- Starting an email-based review
- Participating in a review
- Receiving comments from a receiver (email reviews only)
- The Review Tracker
- The Comments List
- Importing and exporting comments
- Importing comments into a Microsoft Word Document (Windows only)
- Importing comments into AutoCAD (Windows only)
- Working with files in Microsoft SharePoint (Windows only) (reference only)



## Optimising, Preflighting and Preparing for Print

- Save using PDF Optimizer
- Auditing the space usage of a PDF file
- Optimizing a PDF file
- Preflighting PDF documents
- Analysing preflight results
- Previewing output on screen
- Previewing transparency flattening
- Converting colours
- Advanced print options
- The Ink Manager

## Action Wizards

- Using action wizards
- Running an action
- Predefined action wizards
- Creating new actions
- Managing custom actions



## Creating Accessible PDF documents

- What is accessibility?
- Adobe's accessibility site
- Why make PDF documents accessible?
- Some features of accessible PDF documents
- About tags, reading order and reflow
- Creating tags in authoring applications
- Adding tags to an existing PDF document
- Creating bookmarks from tags
- The TouchUp Reading Order tool
- Adding Alternate Text

## Appendix

- Creating Form Fields in Acrobat XI
- Indexing PDF Documents

## Acrobat Package

- Acrobat for Business & Acrobat Advanced
- 2 days
- Select your preferred dates
- Book for 5% discount
- enter code **ACRpack**

## Publishing Packages

Level 1 InDesign, Illustrator and Photoshop, Integrating the Software Level 1 and Acrobat for Business

- 8 days
- Select your preferred dates
- Book for 5% discount
- enter code **5Publ1**

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- 7 days
- Select your preferred dates
- Book for 5% discount
- enter code **5Publ2**

Level 3 InDesign, Illustrator and Photoshop and Acrobat Advanced

- 4 days
- Select your preferred dates
- Book for 5% discount
- enter code **5Publ3**

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## Book Now !

Alpha CC Courses include:

- Comprehensive course notes
- Certificate of Completion
- FREE access to eLearning resources

## Packages Available

Adobe Acrobat Advanced DC is offered as part of packages designed for users who want to attend multiple courses to achieve in depth knowledge.