

Acrobat 9 Pro: Advanced Techniques

Sapura Unique Training Guarantee invites participants back for unlimited refresher courses within the same software version, no questions asked!

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COURSE OVERVIEW

Unknown to many, Adobe Acrobat has many useful "hidden" features that allow you to efficiently and easily create special PDF files that hide confidential information, standardise pagination across different documents, secure the files in different ways and producing online PDF forms. Knowing these "hidden" features will help increase your productivity in any office environment. Get your work done quickly and effortlessly now!

WHO SHOULD ATTEND

Existing Acrobat users who would like to explore the advanced features of the software such as securing a PDF file, reviews, e-Forms and other useful tools.

DURATION 1 Day

TIME 9.00am - 6.00pm

COURSE OUTLINE

Legal Tools

- Marking Objects for Redaction
- Searching for Text for Redaction
- Modify Redaction Properties
- Applying Redaction to Marked Objects
- Bates Numbering

Review Types

- Email based reviews
- Shared reviews
- Using the Tracker
- Using the Comments Panel

Security

- User security policies
- e-Envelopes
- Applying a Stamps
- About Digital Signatures
- Creating a User Profile
- Create Signature Appearance
- Signing a Document
- Choosing a Digital ID
- Using the Signature Panel
- Creating a Blank Signature field

e-Forms

- Form templates
- Form Fields Recognition
- Creating an e-Form with the built-in controls
- About Acrobat Form Fields
- The Layout Grid
- Specifying Field Appearance
- Formatting Form Fields
- Validating Form Fields
- Calculating Form Fields
- Creating a Reset and Submit button
- Export and Import Form Data

Document Attachment

- Attaching documents within PDF files
- Adding description to attachments