

Introduction to Acrobat Pro DC Training

PDF/A backup

- Conformity levels and versions
 - PDF/A-1
 - ∘ PDF/A-2-a-b-u
 - PDF/A-3
 - ∘ PDF/A-personalized
- How to create a PDF/A standard file
- Validation

Content modification:

- Edit text and images;
- Manipulate graphic elements;
- Touch-ups on text and objects;
- Reuse PDF content extract images and text.

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;
- Management of headers and footers;
- Insertion of a watermark;
- Managing a background;

Protection

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

OCR

- Optical recognition of characters and properties
- Types of text search and retrieval

Various features

- Customization and retrieval of notes and annotations, setting up of articles
- ∘ Creation of links to a file, to a page, to email and to URL
- Creation of buttons: navigation buttons, command buttons, custom buttons by clipart
- ∘ Add navigation structures articles, bookmarks, links
- Prepare PDFs for presentations

Learn the basics

<u>Adobe Acrobat Pro Training: Document Creation and Digital Signature</u>

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