

Adobe Acrobat Pro Essentials: Forms, Signatures & PDF Security

Digital Signatures

- Select and configure a digital signature manager
- Set password options to secure your signatures
- Add a custom image as a visual signature

Optical Character Recognition (OCR)

- Enable text recognition in scanned documents
- Use advanced search and text extraction options

Creating and Managing Forms

- Understand the characteristics of interactive PDF forms
- Add and format text fields
- Configure field validation and use alignment grids
- Insert checkboxes, dropdown lists, and radio buttons
- Create automatic calculation fields
- Add reset, email, and print buttons
- Configure Acrobat Reader compatibility settings
- Centralize and compile responses from form submissions

Advanced Forms

- Define a logical and user-friendly tab order
- Explore JavaScript functions to enhance interactivity

Comments and Collaborative Review

- Use text and drawing comment tools effectively
- Manage and track annotations during document reviews
- Send documents for review and enable commenting rights in Adobe Reader
- Import and export comments for seamless collaboration

Appendix: Document Opening Preferences

- Set default view and display settings upon PDF opening