

Adobe Acrobat Pro DC Training (PDF/A) | Certified Trainer

Introduction to the Adobe Acrobat Pro DC (PDF/A) Training

This course is designed to provide a thorough understanding of the advanced features of Adobe Acrobat Pro DC, with a specific focus on PDF/A compliance, file protection, and the integration of digital signatures in professional workflows.

Saving in PDF/A-compliant Format

- Understanding the different levels of compliance:
 - PDF/A-1
 - PDF/A-2 (a, b, u)
 - PDF/A-3
 - Custom PDF/A configurations
- Creating files that meet PDF/A standards for long-term digital archiving
- ISO validation and best practices to ensure compliance

File Security and Protection

- Applying redaction to permanently remove sensitive content
- Setting up security preferences and protection tools
- The 3 levels of password protection: opening, editing, and content extraction
- Cleaning a PDF from metadata, hidden layers, and embedded data

Managing Digital Signatures

- Selecting and configuring a digital signature certificate
- Creating and managing professional digital IDs
- Adjusting password and security settings for signature operations
- Adding a scanned handwritten signature

If time allows: Advanced Page Management

- Crop and rotate pages
- Insert or replace a document
- Move, copy, extract, or delete pages
- Renumber pages with customized headers and footers
- Add professional watermarks or backgrounds