Adobe Acrobat Pro Training: Forms & Digital Signatures

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

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

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

- Define a logical and smooth tabbing order

- Use text and graphic comment tools efficiently
- Manage and track annotations in a review workflow
- Send documents for review and enable commenting rights in Adobe Reader
- Import and export comments for optimal collaboration

- Set display preferences for when a PDF file is opened