

Acrobat Pro DC Training | Protection, Signature, Navigation

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

[Adobe Acrobat Pro Training : Document Creation and Digital Signature](#)

MANIFESTO



Your learning needs drive our practices

Our primary goal is to meet your professional development needs. In this sense, we advocate a flexible educational approach adapted to our clientele. Our offer of custom training, private and personalized courses are proof of this.

We offer a wide variety of training courses to meet the needs of professionals

In order to meet everyone's needs, we offer a wide variety of training courses. Whether you are an NPO, a government organization, an SME or even an individual operating in the field of information technology, human resources or project management, you will surely find what you're looking for with Doussou Formation.

We ensure that the development environment is favorable to your learning

No matter where our courses take place, whether in Quebec City, Montreal, Gatineau, Ottawa, Sherbrooke, Chicoutimi or even in your corporate premises, we ensure that the learning environment promotes your intellectual development as well as your well-being.

Practice is our predilection learning method

In our trainings, we recognize the importance of balance between theory and practice in order to ensure adequate learning. That said, our educational approach aims to expand your practical knowledge in order to provide you with the necessary tools for the realization of your professional projects.

We ensure a complete learning due to our continuous support

Your learning certainly begins in the classroom. However, attaching great importance to your professional development, we also offer you continuous support that extends beyond our training courses. Through the support of our trainers as well as the documentation provided to you, we support you in your quest to learn from start to finish.

Our trainers are experts in their field

With the technological world evolving at a lightning speed, we want to stay up to date with new technologies in the market. That said, our experienced trainers are constantly on the lookout for new products, new features and new releases in order to present them to you.

We want to give back to the community (NPO)

Although Doussou Formation is a development center, we have a common mission with NPOs: to provide support and resources to individuals seeking knowledge. In this sense, it is our duty to offer you, NPOs, privileged access to our training courses in order to help you assist the communities.

Your satisfaction is our priority

In order to maintain the highest level of customer satisfaction, we believe it is essential to obtain evaluations after each completed training. In this sense, we attach great importance to your comments and we use them in order

to improve our services and anticipate your needs.

Our passion is the driving force behind Doussou Formation

Our team is made up of trainers, web developers and communications managers. Each member of our team is dedicated and passionate about their work. Above all, we want to transmit this fervor to our apprentices. At Doussou Formation, passion is the driving force of our activities.

Training for Non-Profit Organization

Nonprofit organizations work tirelessly for causes that support our communities. At Doussou Formation, we operate with the same mindset. We believe in our teams, strive to make a difference for our learners, and constantly seek greater efficiency.

Understanding the mission of nonprofits, and having worked with many of them in the past, we are proud to offer our support.

To help you better serve your communities, we provide an exclusive 15% discount on all our training courses for nonprofit organizations.

Doussou Formation is your first step toward training your staff and making your organization more efficient. Help more, help better—by enrolling in one of our many engaging training programs.

NPO training

Human capital and customer service

Human resources management in times of crisis

Managing a difficult employee / Recognized by Emploi-Québec

Managing conflicts in the workplace / Recognized by Emploi-Québec

How to respond effectively in a post-COVID world

Acting appropriately in situations where there is a risk of aggressiveness or assault

Attracting and retaining the best employees

Managing your time and priorities

Managing a difficult customer

French courses

Popularization and adaptation of specialized text

Linguistic revision

The art of writing

Correct and enrich your texts with Antidote

Improve your written French

Project management and efficiency

GIT: Write technical documentation

Confluence: Optimize collaboration in your company

Trello: Project management tool

The precepts of project management

Social media and web marketing

Google Ads in 7 hours

SEO and website optimization

Initiation training: Managing LinkedIn for professionals

Managing Facebook for business

Facebook Manager and statistical tool

E-Marketing and E-Mailing (Newsletter)

CRM vTiger: Customer relationship management

Advanced training: Managing LinkedIn for professionals

Getting started with MailChimp

Getting started with Instagram

WordPress and website creation

Creating a WordPress theme and SEO

WordPress: Optimize your SEO

Customized WordPress training

WordPress: Create your website with the DIVI theme

WordPress: Create a website or a blog

Acrobat Pro

PDF Expert: Document creation and digital signature

Form and digital signature

Creation of PDS documents

Accessibility

Office suite

Mastering macros and initiation to programming

Excel: Advanced

Excel: The fundamentals

[Excel: The most complete](#)

Microsoft Powerpoint

Microsoft Publisher

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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

Adobe Acrobat Pro Training :

Document Creation and Digital Signature

Introduction to Adobe Acrobat Pro Training

Environment

- Get to know the workspace and personalize it
- Explore palettes and move around the file;
- Change the display;
- Use move tools;

Creating a PDF file:

- Create a PDF file from another software;
- Create PDF file from multiple files;
- Convert a text or image file to PDF format;
- Convert a WEB page to PDF;
- Create PDF from text or image in clipboard;
- Copy text from PDF file in RTF format;
- Convert PDF file to image.

Modification of the content:

- Edit text and images;
- Manipulate the graphic elements.

Create move tools:

- Work with the thumbnails;
- Create bookmarks;
- Create interactive links;
- Add navigation structures – bookmarks, links and buttons

Features

- Image import
- Creation of visual links,
- Recording optimization,
- Creation of links to a file, page or URL ...,
- Creation of visual links (interactive table of contents);
- Crop tool,
- Search in PDF documents,
- Prepare PDFs for presentations,
- Multimedia – add videos and sounds,
- Reuse PDF content – extract images and text, save in other formats, add

- tags,
- Attach files
- Compare documents,

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
- Managing headers and footers;
- Inserting a watermark;
- Managing a background;

Protection

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

Comments:

- Underline with various colors
- Highlight
- Using commenting tools
- Using the drawing commentary tools
- Using comments
- Sending a document for review
- Activation of usage rights in Adobe Reader
- Exporting and importing comments

Digital signatures:

- Select a signature manager;
- Change password options;
- Add an image as a signature;

Learn how to Secure your PDF files

[Acrobat Pro DC Training | Protection, Signature, Navigation](#)

Adobe Photoshop Fundamentals Training

Introduction to the Adobe Photoshop Training

- Understand the workspace environment and essential tools
- Configure and optimize the control panel
- Create, save, and reuse custom workspaces

Choosing Colors and Managing Color Modes

- Introduction to color modes (RGB, CMYK, etc.)
- Using the color palette, swatches, and gradients

Drawing in Adobe Photoshop

- Using drawing tools: pencil, brush, airbrush
- Precision erasing with the eraser tool
- Applying solid color fills and gradients
- Creating and customizing gradients with the Gradient Editor

Mastering Selection Tools

- Precisely moving elements
- Using classic selection tools: rectangle, ellipse
- Working with lasso, magic wand, and quick selection tools
- Copying, moving, or deleting a selection
- Saving, retrieving, expanding, or reducing a selection
- Managing global or specific selections

Working with Text in Photoshop

- Create, modify, and stylize text
- Format paragraphs for clean, professional layout
- Understand the difference between point text and area text
- Convert text into vectorized images
- Create and reuse character styles

Using Layers, Masks, and Styles

- Understand how layers function in graphic composition
- Advanced navigation and management in the Layers panel
- Organize documents using layer groups
- Create layer compositions to explore visual variations
- Use vector masks for precise cutouts
- Apply fill layers to unify visuals

Closing the Adobe Photoshop Training

- Recap of key learnings and best practices
- Next steps and guidance to progress further with Photoshop

Photoshop + Illustrator + InDesign Training

Creative Cloud

The essentials
How it works

Photoshop

Introduction to Photoshop training

Software interface
Selections and their management
Colors (RGB, CMYK)
Layers, layer styles and how to manage them properly
Drawing tools
Creation and management of text
Touch-ups
Color corrections
Filters

Illustrator

Introduction to Illustrator training

Creating a new document
The toolbox
Zoom and move
Work plans
Guides and the different display modes
Selections and layer management
Drawing with the Pen tool

InDesign

Introduction to Indesign training

Launching the software and customizing the workspace
Creating an InDesign document
Document properties
Grids, rulers and guides
Blocks: creating and transforming them
Spacing between blocks
Managing text in blocks
Characters and paragraphs
Tables
Images
Pages
Long documents

Training for non-profit organizations

NPOs work tirelessly for many causes helping communities. Doussou Formation approaches its operations with the same state of mind. We believe in our teams, we want to make a difference with the people who take courses with us and we constantly want to be more efficient. In this sense, we understand the mission of NPOs and have worked with many of them in the past. In order to help you assist the communities, we offer indirect support by giving our training courses at 50% of the price when attended by 2 or more people from an NPO. Doussou Formation is the first step to train your employees and make your organization efficient. Help more, help better by taking one of our many great training courses.

Tell us about your expectations

Receive a service offer without any obligation on your part

Desired dates or period

Name of the responsible

Email

Company or organization

Number of participantss

Comments

Envoyer

Training for engineers

As an engineer in Quebec, you are required to complete 30 hours of continuing education each year, in accordance with the requirements of the Ordre des Ingénieurs du Québec (OIQ). At Doussou Formation, we understand the challenges you face in keeping your skills up to date while meeting the demands of your profession. This is why we have designed training programs tailored to your professional needs and aligned with OIQ standards.

Training Designed for Engineers

We offer a complete range of technical and professional training programs to help you excel in your field while meeting your continuing education requirements.

1. Training on Specialized Software Tools

Software is at the heart of modern engineering. Our courses enable you to master essential tools to remain competitive:

AutoCAD: Learn how to create precise technical designs.

3D Studio Max, Rhino 3D, and Lumion: For 3D modeling and photorealistic rendering.

Blender and Unreal Engine: Ideal for prototyping and complex simulations.

Maya: Enhance your skills in design and simulation.

2. Project Management and Performance in Technical Environments

In an environment where projects are becoming increasingly complex, project management skills are essential:

- **MS Project and Planner:** Manage your projects efficiently.
- **Power BI and Advanced Excel:** Leverage your data for informed decision-making.
- **Leadership and Technical Communication:** Develop your influence as a manager or project leader.

3. Artificial Intelligence

- **Introduction to AI:** Understand the fundamental concepts of artificial intelligence, neural networks, machine learning, and modern models.
- **AI for Engineers:** Leverage your data for informed decision-making and learn how to integrate AI into your technical projects.
- **Generative AI and Automation:** Discover how to use tools such as ChatGPT, Copilot, and generative models to automate engineering tasks.
- **Programming and Applied AI:** Learn to develop Python scripts to train models, analyze data, and implement operational AI solutions.

Why Choose Doussou Formation?

- **Training Recognized by the OIQ:** All our courses comply with the requirements of the Ordre des Ingénieurs du Québec, allowing you to validate your hours with confidence.
- **Expert Trainers:** Our instructors are experienced professionals in their field, ensuring hands-on and valuable training.
- **Flexible Learning:** Choose online or in-person sessions according to your schedule and preferences.
- **Personalized Learning Paths:** We can tailor our training programs to your specific needs or those of your company.



- AI
- [\[Details\]](#)



- Python and Data Science
- [\[Details\]](#)



- Unreal Engine
- [\[Details\]](#)



- Git
- [\[Details\]](#)



- ReactJS
- [\[Details\]](#)



- Blender
- [\[Details\]](#)



- Mastering SQL Queries
- [\[Details\]](#)



- Java
- [\[Details\]](#)

The field of technological engineering is one that evolves the fastest.

Constantly needing to update your skills to keep up with ever-changing software and methods, Doussou Formation designed tailored training programs specifically for engineers. We offer a wide range of interesting and relevant courses. Our team of instructors consists of experts in their field, and our approach promotes hands-on learning and small groups, encouraging interactions that foster meaningful and lasting learning experiences.

By completing your training with Doussou Formation, you will put your knowledge into practice, benefit from privileged access to your trainer, and receive personalized follow-up to ensure we consistently provide the best training.

For the required 30 hours of continuing education required by the Ordre des ingénieurs, we are here to support you. Let us give you the tools to stay up to date with technological and methodological advances. At Doussou, you will certainly find a course that meets your needs. Here are a few examples below.

Our Technology Courses

- JavaScript Training
- C# – C Sharp Training
- MVC ASP.Net Training
- React.JS – Continuing Education
- VUE.JS Training
- 3D Programming (Rhino 3D)
- 3D Max Training
- HTML5 and CSS3 Training
- Java Training
- PHP Courses
- Laravel Framework Courses
- Python and R Language Training
- Cybersecurity Courses
- XML Training

Our Methodology and Office Productivity Courses

- VBA Courses
- Excel Training
- Training: Mastering Macros and Introduction to Programming
- GIT Training: Writing Technical Documentation
- Zoom Training
- Microsoft Teams Training
- Nuance eCopy Training
- Acrobat Pro Training
- PowerPoint Training

- Publisher Training

By email: info@doussou-formation.com

In-company Training

If there is one area that is constantly evolving, it is information technology. To stay on top of the latest trends, today's businesses need to invest in training their people. And when companies want information technology training, they turn to Doussou Formation. Doussou Formation offers more than 101 training titles ready for you.

Our team is made up of 15 experts in their respective fields. We favor small groups (maximum of five learners) for maximum customization, retention and practice.

97% of our clients are satisfied with our training.

Our trainers go to your company, which allows you to:

Avoid a loss of productivity caused by the displacement of the employee. Work on your equipment and programs to maximize the transfer of training. Include some of your realities and maximize the personalization of the training.

Share confidential information between classmates without problems. Build an even stronger team spirit.

– Companies like TC Transcontinental, Videotron, Bell Media, Desjardins, and National Bank, to name a few, have trusted us

Tell us about your expectations

Receive a service offer without any obligation on your part

Desired dates or period

Name of the responsible

Email

Company or organization

Number of participantss

Comments

Envoyer