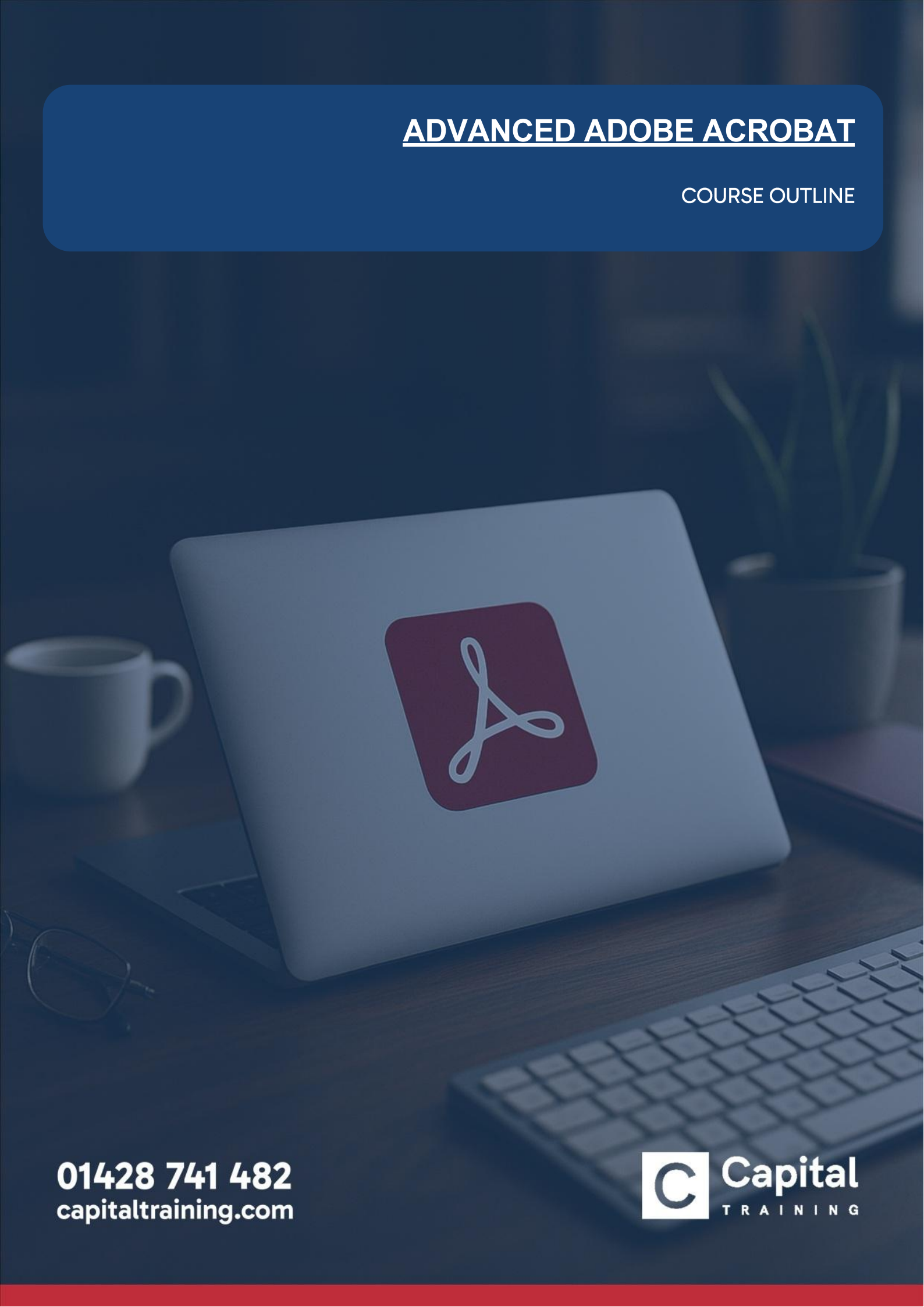
ADVANCED ADOBE ACROBAT

COURSE OUTLINE



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Capital TRAINING

Advanced Adobe Acrobat

Course Aims

This one-day advanced Adobe Acrobat course is designed for professionals, graphic designers and individuals with a foundational understanding of Acrobat who want to delve into its more advanced features. Through guided demonstrations and hands-on exercises, participants will master complex document workflows, interactive forms, advanced editing, commenting and collaboration, document security, OCR, preflight and optimisation, exporting and conversion, redaction, electronic signatures, accessibility compliance, data extraction and custom stamps. Upon completion of this one-day advanced course, participants will achieve proficiency in Adobe Acrobat's advanced features. They will gain the expertise needed to adeptly navigate complex document workflows, design interactive forms, and apply advanced editing and collaboration techniques.

Duration

6 hours (Face to Face or Virtual)

Target Audience

This one-day advanced course is designed for professionals, graphic designers, and individuals who have a foundational understanding of Adobe Acrobat and want to delve into advanced features. It is suitable for those who need to master complex document workflows, interactive forms, and advanced editing capabilities.

Learning Outcomes

By the end of the course, participants will be able to:

- Perform in-depth text and image editing within PDFs with advanced formatting control
- Build and customise interactive forms, including dynamic forms with conditional logic
- Use advanced commenting tools and shared reviews for team collaboration
- Implement advanced document security and reduce vulnerabilities
- Fine-tune OCR settings for complex scanned documents
- Use preflight tools to analyse and optimise PDFs for different output scenarios
- Customise export settings and convert PDFs to industry-standard formats
- Apply precise and automated redaction techniques
- Manage advanced electronic and digital signatures in complex workflows
- Ensure accessibility compliance and implement advanced accessibility features
- Extract data from PDFs using advanced techniques and custom rules
- Create and customise stamps, watermarks and branded document elements

Course Content

Session 1 - Advanced Editing and Formatting

- In-depth text and image editing within PDFs.
- Advanced formatting options for precise document control.

Session 2 - Interactive Forms Mastery

- Advanced form creation and customisation.
- Implementing dynamic forms with conditional logic.

Session 3 - Advanced Commenting and Collaboration

- Leveraging advanced commenting tools.
- Collaborating with team members using shared reviews.

Session 4 - Document Security Protocols

- Implementing advanced security features.
- Reducing vulnerabilities and enhancing document protection.

Session 5 - Advanced Optical Character Recognition (OCR)

- Finetuning OCR settings for complex documents.
- Recognising and editing scanned text effectively.

Session 6 - Preflight and Document Optimisation

- Using preflight tools for document analysis.
- Optimising PDFs for various output scenarios.

Session 7 - Advanced Exporting and Conversion

- Customising export settings for specific needs.
- Converting PDFs to industry standard formats.

Session 8 - Advanced Redaction Techniques

- Redacting content with precision.
- Automating redaction processes for efficiency.

Session 9 - Advanced Electronic Signatures

- Implementing advanced electronic signature features.
- Managing digital signatures in complex workflows.

Session 10 - Accessibility Compliance

- Ensuring compliance with accessibility standards.
- Implementing advanced accessibility features.

Session 11 - Advanced Data Extraction

- Extracting data from PDFs using advanced techniques.
- Configuring custom data extraction rules.

Session 12 - Custom Stamps and Watermarks

- Creating and customising stamps and watermarks.
- Adding branding elements for professional documents.