

Course : Adobe Acrobat DC

Practical course - 2d - 14h00 - Ref. AAD

Price : 1380 CHF E.T.

 4,3 / 5

You'll master Acrobat DC's functions for collaborative working, data creation, collection and distribution. You'll learn how to streamline document management, create forms, and structure and protect different types of information within PDF portfolios.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Create a file from different media
- ✓ Enhancing a PDF document
- ✓ Use the form to collect data
- ✓ Protect a document

Intended audience

All audiences.

Prerequisites

Basic knowledge of Windows or Mac OS.

Practical details

Hands-on work

50% theory illustrated by 50% practice.

Course schedule

1 The workspace

- PDF format. Working area.
- Tool configuration.
- Get to grips with toolbars.

Hands-on work

Create a set of customized tools.

PARTICIPANTS

All audiences.

PREREQUISITES

Basic knowledge of Windows or Mac OS.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

2 Creating a PDF file

- From a file, a scanner...
- From Microsoft Office applications.
- Export PDF files. Combine PDF files.
- Create a briefcase.

Hands-on work

Create PDFs. Combine files. Create a briefcase.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

3 Editing and enhancing PDF files

- Work on digitized documents.
- Optical character recognition.
- Rearrange pages, number pages.
- Change element layout, modify text.
- Modify images and graphic objects.
- Headers, footers, backgrounds and watermarks.

Hands-on work

Edit a PDF document.

4 Collaborative working

- Email review, shared review.
- Annotations. Follow-up comments.
- Online services associated with Document Cloud.

Hands-on work

Annotate and send a document for shared review.

5 Forms

- Interactive form with assistant.
- Form from an existing file.
- The different types of fields.
- Collect information from a form.
- Export data to Excel file.
- Complete and sign a form.

Hands-on work

Creating, distributing and collecting data with a form

6 Document protection

- Password protection.
- Send a PDF document for signature.
- Create a digital signature.
- Applying a signature. Using the certificate.
- Create a secure envelope.
- Apply a strikethrough.

Hands-on work

Protect PDF files.

7 Search and indexing

- Searching. Index a set of documents.
- Optimize searches through indexing.

Hands-on work

Document indexing.

8 Optimization and printing

- Overview. Processing of lean fillets.
- Use the upstream control tool.

Hands-on work

Optimize for printing.

Dates and locations

REMOTE CLASS

2026: 26 Mar., 4 June, 17 Sep., 16 Nov.