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Acrobat Pro DC - Advanced

Course #: AA-201 **Duration:** 1 day

Prerequisites

Acrobat Pro DC - Introduction or equivalent knowledge as well as basic experience with computers and exposure to Windows as well as common productivity tools such as Microsoft Word and Microsoft PowerPoint.

Details

Acrobat Pro DC Advanced is an intensive class tailored for experienced users who want to master complex functionalities and optimize their workflow. This course delves into advanced PDF creation techniques, intricate document manipulation, and sophisticated forms with database integration. Participants will explore high-level security measures, rights management, and advanced redaction. The class covers automation and workflow integration, including API usage and SDK development. Advanced collaboration tools, version control, and integration with enterprise systems are also addressed. This course aims to transform proficient users into Acrobat experts capable of handling complex document processes and developing custom solutions.

Software Needed

- Adobe® Acrobat® Pro DC
- Microsoft® Office

Outline

Acrobat Pro DC - Advanced

- **Automation and Workflow Optimization**
  - Action Wizard
    - Using Pre-built Actions
    - Creating Custom Actions
    - Sharing and Importing Actions
  - Batch Processing
    - Applying Changes to Multiple PDFs
    - Automating Repetitive Tasks
    - Creating Batch Sequences
  - Advanced Action Wizard Techniques
    - Creating Complex Multi-step Actions
    - Integrating Conditional Logic in Actions
    - Debugging and Optimizing Actions
  - Acrobat and Server-based Automation
    - Using Acrobat with Command-line Interfaces
      2. Integrating with Adobe Experience Manager
      3. Creating Automated Document Workflows
  - API Integration and SDK Usage

        - Overview of Acrobat SDK
        - Creating Plug-ins and Custom Tools
        - Integration with other Products
            - Using Acrobat with Creative Cloud Apps
            - Integrating with Microsoft Office
            - Mobile and Web Capabilities
            - Integrating Acrobat Functionality into Other Applications

- **Advanced PDF Creation and Optimization**
    - High-quality PDF production
        - PDF standards (PDF/X, PDF/A, PDF/E, etc.)
        - Color management and output intent
        - Transparency flattening
    - Advanced scanning techniques
        - OCR optimization and language settings
        - Adaptive compression algorithms
        - Batch scanning with automatic corrections
    - PDF portfolio creation
        - Customizing portfolio layouts
        - Adding rich media to portfolios
        - Publishing and sharing interactive portfolios

- **Complex Document Manipulation**
    - Advanced content editing
        - Using the Content Editing tool for layout changes
        - Working with layers in PDFs
        - Advanced text and image manipulation
    - PDF reconstruction and optimization
        - Analyzing and repairing document structure
        - Reducing file size without quality loss
        - Optimizing for specific output (print, web, mobile)
    - Creating and working with PDF/UA (Universal Accessibility)
        - Implementing advanced tagging structures
        - Creating accessible complex layouts (tables, forms, etc.)
        - Validating and remediating for accessibility compliance

- **Advanced Forms and Data Management**
    - Dynamic form creation
        - Implementing complex calculations and validations
        - Using JavaScript in form fields
        - Creating multi-page dynamic forms
    - Database integration
        - Connecting forms to databases
        - Implementing server-side scripts for data processing
        - Creating data submission and retrieval workflows
    - XML Forms Architecture (XFA)
    - Creating XFA forms
    - Implementing complex business logic
    - Data binding and schema integration

- **Advanced Collaboration and Review**
    - Managing large-scale reviews
        - Setting up shared reviews on network servers
        - Implementing review deadlines and reminders
        - Consolidating and managing feedback from multiple reviewers
    - Version control and document comparison
        - Advanced document versioning techniques
        - 3D PDF comparison for CAD files
        - Creating detailed visual and textual comparison reports
    - Integration with collaborative platforms
        - Using Acrobat with Microsoft SharePoint
        - Integrating with cloud storage and collaboration tools
        - Implementing PDF workflows in enterprise environments

- **Advanced Security and Rights Management**
    - Digital signatures and certification
        - Implementing long-term validation (LTV)

        - Using timestamp servers
        - Creating and managing signature workflows
    - Rights Management and DRM
        - Implementing Adobe LiveCycle Rights Management
        - Creating and managing security policies
        - Tracking and auditing document usage
    - Advanced redaction techniques
        - Pattern-based redaction
        - Metadata scrubbing
        - Redaction verification and reporting