



Adobe Acrobat Professional - Collaboration & Security

Duration: 1 Day

Course Objective

Communicate Ideas more effectively using rich documents that can be viewed and interacted with. Speed up decision-making among extended teams, for shorter cycle times and faster time to market. Add security features i.e. password and permissions so that recipients cannot print, forward modify or even see part of the documents.

Target Audience

Anyone wishing to leverage the security capabilities of the Acrobat PDF format in an office environment, where collaborating internally or outside time zones is a must and where security is of utmost importance.

Pre Requisites:

A basic understanding of the computer operating system you are using and users of Acrobat Ver. 7 or 8 or 9. New users welcome.

Course Content

Introduction

Overview of the new interface

Using the Annotation Tools

Using sticky notes

Adding stamps

Add notes to text

Recording audio

Inserting text

Replacing text

Markups

Adding text box

Adding text call out

Drawing lines, arrows, free forms

Reviewing Acrobat Documents

Shared Review

Email Review

Collaborating Live

Tracking Reviews

Sharing Documents

What is SendNow

Creating Adobe ID

Using SendNow to send your files

Using SendNow to send files via email

Types & level of Security

Encryption with password and digital certificates

Backward compatibility issues

Redacting Documents

Removing Hidden Information (Metadata, annotations etc)

Sanitize Documents

Security Envelope

Searching and removing text

Overview of Digital Rights Management