

# Adobe Acrobat Advanced

## OBJECTIVES

Convert documents to PDF files, enhance and customize PDF documents for interactive use online.

**Duration:** 1 Day

### 1. NAVIGATING WITH LAYERS

- Navigating with Layers
- Edit Layer Properties Merging Layers
- Flatten Layers
- Edit Layered Content
- Locked Layers
- Combine Layered Documents

### 2. SEARCHING ADOBE PDF DOCUMENTS

- Find Words in a Document
- Search across multiple Adobe Documents

### 3. FIND PDF FILES USING THE ORGANIZER

### 4. USE COMMENTING TOOLS

- Use Tools to Add Comments
- Adding Note Comments
- Indicating Text Edits
- Highlight crossing out/underlining text
- Adding Stamps
- Mark Up documents using draw tools
- Add Comments in a Text Box
- Use the Callout Tool
- Add Attachments as Comments
- Spell-checking Comments and Forms
- Set Commenting Preferences

### 5. FORMS

- Create/Edit Adobe PDF Forms
- Make a Form Fillable
- Set Adobe Acrobat Form Field Properties
- Position Form Fields

### 6. DIGITAL IDS AND CERTIFICATION METHODS

- Use Digital IDs and Certification Methods
- Manage Digital ID Certificates
- Share your ID Certificate
- Get Digital ID Information
- Check Information on a Certificate
- Determine the trust level of a certificate