

Acrobat XI, Part 4: Signing and Printing

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Prerequisites: This course assumes very little familiarity with Adobe Acrobat. This course is part of a 4 course learning series; Acrobat XI: Workspace and Tools; Acrobat XI: Creating PDFs; Acrobat XI: Portfolios and Forms; and Acrobat XI: Signing and Printing. Please be sure to view the courses in order if you are new to the material.

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Course description: Master Acrobat XI in this four part learning series, Adobe Acrobat XI makes it easy for you to create, edit, and sign PDF documents. Get to know the Acrobat XI workspace, learn how to create PDF files from Acrobat, Office for Mac, or Office for Windows. Revise documents and add user comments, create forms and interactive presentations, add an electronic signature, and learn how to work with the Print Production Panel.

Course outline:

Distribution & Acrobat Forms

- Introduction
- Distribution with FormsCentral
- Responses & Summary Report
- Create Forms with Acrobat
- Creating Columns
- Adding Buttons
- Cloning Fields & Form Designs
- Distribute Forms
- Summary

- Edit Object, Flatten, & Colors
- More Production Commands
- Summary

Print Production Tips & Tricks

- Introduction
- Compare Documents
- The Quite Imposing Plus Plugin
- The PitStop Pro Plugin
- Summary

Signing Strategies & Acrobat

- Introduction
- The Stamp Tool & Security
- Other Signing Strategies
- Acrobat & EchoSign
- Signing with Acrobat
- Summary

EchoSign & Signing a Portfolio

- Introduction
- Setup for EchoSign
- Prepare for Sending
- The Form Flow
- Signing a Portfolio
- Summary

Printing PDFs & Portfolios

- Introduction
- Printing PDF Files
- Fit the Current View
- Comments & Forms
- Print a Portfolio
- Preflight & Preview