

Adobe Acrobat Advanced for the Legal Profession

What is Presented:

This class is designed for people who have taken our initial class "Adobe Acrobat for the Legal Profession." This advanced class will cover more technical aspects of the software and more advanced features while still focusing on the needs of the legal professional.

- Adobe Acrobat Professional will be presented during this one-hour seminar. *1 General Credit* will be awarded to participants.
- Question and answer period; open for questions on any of the material covered in the presentation.

Topics Covered are:

- Course Overview
- Working with Existing PDFs
 - Changing page order, merging, splitting, etc.
- PDF Portfolios
 - Creating, customizing and distributing
- PDF Forms
 - Creating, changing fields and distributing
- Markup and Collaboration
 - Text changes, highlighting, annotations and working with others
- PDF Security
 - Applying passwords, digital signatures and signature stamps
- Questions

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