Adobe Acrobat X Pro - Level 2

Duration: **1 day**

Overview:

In this course, students will use Adobe® Acrobat® X Pro to convert documents to PDF files, enhance and customise PDF documents for interactive use online, and prepare them for printing.

Target Audience:

The target student for this course are office professionals who want to employ the advanced productivity and creative features of Acrobat X Pro.

Pre-requisites:

Acrobat X Pro - Level 1

At Course Completion:

After completing this course, students will be able to:

- Create PDF files from technical documents
- Enhance the utility and accessibility of PDF documents
- Create interactive PDF forms using Adobe LiveCycle Designer
- Make a PDF document ready for commercial printing
- Finalise PDF files for commercial printing

Lesson 1: Creating PDFs from Technical Documents

- Create PDF Documents Using Autodesk AutoCAD
- Measure Technical Drawings

Lesson 2: Enhancing PDF Documents

- Embed Multimedia
- Enhance PDF Document Accessibility

Lesson 3: Creating Interactive PDF Forms in Adobe LiveCycle Designer

- Create a PDF Form
- Add Form Fields
- Create Calculations
- Submit a Form
- Track Forms
- Compile Returned Forms
- Organise Compiled Data

Lesson 4: Preparing PDF Files for Commercial Printing

- Preflight Documents
- Create PDF/X, PDF/A, and PDF/E Compliant Files
- Create a Composite
- Create Color Separations