

Adobe Acrobat 9.0 - Level 2

Duration: 1 day

Overview:

In this course, students use Adobe® Acrobat® 9.0 Pro to convert technical documents to PDF files, enhance and control PDF content accessibility, customize PDF documents for interactive use online, and prepare PDFs for commercial printing.

Target Audience:

The target student for this course are office professionals who want to employ the advanced productivity and creative features of Acrobat 9.0 Pro.

Pre-requisites:

Adobe Acrobat 9.0 - 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.
- Finalize PDF files for commercial printing.

Module 1: Creating PDFs from Technical Documents

- Create PDF Documents Using Autodesk AutoCAD
- Measure Technical Drawings

Module 2: Enhancing PDF Documents

- Embed Multimedia
- Optimize PDF Files
- Enhance PDF Document Accessibility

Module 3: Creating Interactive PDF Forms in Adobe LiveCycle Designer

- Create a PDF Form
- Add Form Fields
- Create Calculations
- Create Buttons
- Track Forms
- Compile Returned Forms
- Organize Compiled Data

Module 4: Preparing PDF Files for Commercial Printing

- Examine the Commercial Printing Process
- Create PDF Files for Prepress
- Apply Color Management Settings
- Modify Adobe PDF Settings for Prepress
- Preview Printed Effects

Module 5: Finalizing PDF Files for Commercial Printing

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