

Adobe Acrobat 9.0 Pro Level 2 Course Outline



COURSE DESCRIPTION & OBJECTIVE:

Tuition and Hours: \$270, 8 hours

As a business professional, you have some experience in using Adobe Acrobat. Now, you are ready to further develop your PDF documents. In this course, you will 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. You will use Adobe® Acrobat® 9.0 Pro to convert technical documents to PDF files, enhance and customize PDF documents for interactive use online, and prepare them for printing.

UPON SUCCESSFUL COMPLETION OF 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.

COURSE CONTENT:

Lesson 1: Creating PDFs from Technical Documents

- Topic 1A: Create PDF Documents Using Autodesk AutoCAD
- Topic 1B: Measure Technical Drawings

Lesson 2: Enhancing PDF Documents

- Topic 2A: Embed Multimedia
- Topic 2B: Optimize PDF Files
- Topic 2C: Enhance PDF Document Accessibility

Lesson 3: Creating Interactive PDF Forms in Adobe LiveCycle Designer

- Topic 3A: Create a PDF Form
- Topic 3B: Add Form Fields
- Topic 3C: Create Calculations
- Topic 3D: Create Buttons
- Topic 3E: Track Forms
- Topic 3F: Compile Returned Forms
- Topic 3G: Organize Compiled Data

Lesson 4: Preparing PDF Files for Commercial Printing

- Topic 4A: Examine the Commercial Printing Process
- Topic 4B: Create PDF Files for Prepress
- Topic 4C: Apply Color Management Settings
- Topic 4D: Modify Adobe PDF Settings for Prepress
- Topic 4E: Preview Printed Effects

Lesson 5: Finalizing PDF Files for Commercial Printing

- Topic 5A: Preflight Documents
- Topic 5B: Create PDF/X, PDF/A, and PDF/E Compliant Files
- Topic 5C: Create a Composite
- Topic 5D: Create Color Separations