

Course Outline | Acrobat Advanced

1 day(s)

Overview

As a business professional, you have some experience using Adobe Acrobat. Now you're ready to take further advantage of all the features of Acrobat to bring your documents to the next level. Whether you are creating PDFs for commercial printing or for viewing digital versions on a range of platforms, Adobe Acrobat enables you to output your content so your audience will be able to access and view the document just the way you intended.

Objectives

- In this course, you will use Adobe Acrobat Pro to convert technical documents to PDF files, enhance PDF documents, create interactive PDF forms, and prepare and PDF files for commercial printing.

Target Student

The target students for this course are office professionals with a foundational understanding of Adobe Acrobat Pro who want to use the advanced productivity features and the creative features of Acrobat Pro.

Prerequisites

To ensure your success in your course you should be comfortable using the basic features of Acrobat XI Pro. Additionally, you should be proficient in using the Windows operating system to perform work-related computing tasks. You can obtain this level of skills and knowledge by taking the following Adobe Acrobat Introduction.

Course Outline

Customizing the Acrobat Pro Workspace

- Customize the Toolbars
- Customize the Tool Sets

Creating PDFs from Technical Documents

- Create PDF Documents Using Autodesk AutoCAD
- Measure Technical Drawings

Enhancing PDF Documents

- Embed Multimedia
- Enhance PDF Document Accessibility

Securing PDF Documents

- Manage the Security of PDF Documents
- Validate PDF Documents

Creating Interactive PDF Forms

- Create a PDF Form
- Compile and Manage PDF Form Data

Finalizing PDF Files for Commercial Printing

- Apply Color Management Settings
- Preview Printed Effects
- Perform Preflight on a PDF Document
- Create PDF/X, PDF/A, and PDF/E Compliant Files
- Create a Composite and Color Separations