

Acrobat 8.0 Level 2

Course Description: In this course, you will use Adobe® Acrobat® 8.0 Professional 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.

Prerequisites: Experience using Acrobat 7.0 or earlier, Standard or Professional edition

Course Length: 1-day

Performance-Based Objectives:

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.
- Begin preparing a PDF document for commercial printing.
- Finalize PDF files for commercial printing.

Course Content

Lesson 1: Creating PDFs from Technical Documents

Create PDF Documents Using Microsoft Visio
Create PDF Documents Using Autodesk AutoCAD
Measure Technical Drawing Content

Lesson 2: Enhancing PDF Documents

Embed Multimedia
Create Actions
Index Documents
Optimize PDF Files
Batch Process PDF Documents
Make a PDF Document More Accessible
Repurpose a PDF Document for Other Displays

Lesson 3: Creating Interactive PDF Forms in Adobe LiveCycle Designer

Create a PDF Form
Add Text Form Fields
Create Calculations
Create Fields with Predefined Responses
Create Buttons
Track Forms
Compile Returned Forms into a PDF Package
Organize Collected Data in a Spreadsheet

Lesson 4: Preparing PDF Files for Commercial Printing

Examine the Commercial Printing Process
Choose Appropriate Methods of Creating PDF Files for Prepress
Apply Color Management Settings
Create and Apply Appropriate Adobe PDF Settings for Prepress
Preview Printed Effects on Screen

Lesson 5: Finalizing PDF Files for Commercial Printing

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

Appendix A: Adobe Certified Expert (ACE) Program®