

Acrobat x Pro - Level 2

Course Description: In this course, you will use Adobe® Acrobat® X Pro to convert technical documents to PDF files, enhance and customize PDF documents for interactive use online, and prepare PDFs for printing.

Course Objective: You will use Adobe® Acrobat® X Pro to convert documents to PDF files, enhance and customize PDF documents for interactive use online, and prepare them for printing

Prerequisites: It is recommended that you have taken Acrobat® X Pro: Level 1 or have equivalent knowledge.

Course Length: 1.0 Day(s)

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 using Adobe LiveCycle Designer.
- make a PDF document ready for commercial printing.
- finalize PDF files for commercial printing.
- Apply the additional enhancements to process tasks efficiently

Course Content

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
Organize Compiled Data

Lesson 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

Lesson 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

Appendix A: Miscellaneous Features Supplemental Lesson Adding Enhancements

Index Documents
Batch Process PDF Documents
Microsoft SharePoint Integration