

Adobe® Acrobat® 8.0: Level 2

Course Specifications

Course length: 1.0 day(s)

Course Description

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® 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.

Course Objective: 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 Content

Lesson 1: Creating PDFs from Technical Documents

Topic 1A: Create PDF Documents Using Microsoft Visio
Topic 1B: Create PDF Documents Using Autodesk AutoCAD
Topic 1C: Measure Technical Drawing Content

Lesson 2: Enhancing PDF Documents

Topic 2A: Embed Multimedia
Topic 2B: Create Actions
Topic 2C: Index Documents
Topic 2D: Optimize PDF Files
Topic 2E: Batch Process PDF Documents
Topic 2F: Make a PDF Document More Accessible
Topic 2G: Repurpose a PDF Document for Other Displays

Lesson 3: Creating Interactive PDF Forms in Adobe LiveCycle Designer

Topic 3A: Create a PDF Form
Topic 3B: Add Text Form Fields
Topic 3C: Create Calculations
Topic 3D: Create Fields with Predefined Responses
Topic 3E: Create Buttons
Topic 3F: Track Forms

Topic 3G: Compile Returned Forms into a PDF Package
Topic 3H: Organize Collected Data in a Spreadsheet

Lesson 4: Preparing PDF Files for Commercial Printing

Topic 4A: Examine the Commercial Printing Process
Topic 4B: Choose Appropriate Methods of Creating PDF Files for Prepress
Topic 4C: Apply Color Management Settings
Topic 4D: Create and Apply Appropriate Adobe PDF Settings for Prepress
Topic 4E: Preview Printed Effects on Screen

Lesson 5: Finalizing PDF Files for Commercial Printing

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

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MJH Training Centre
www.mjhtraining.com
info@mjhtraining.com

PH: 227-8818

