

Adobe® Acrobat® 9.0 Pro: Level 2

Course length: 1 day

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® 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.

Course Objective: You will use Adobe® Acrobat® 9.0 Pro to convert documents to PDF files, enhance and customize PDF documents for interactive use online, and prepare them for printing.

Target Student: The target student for this course are office professionals who want to employ the advanced productivity and creative features of Acrobat 9.0 Pro

Prerequisites: Adobe Acrobat 9.0 Pro: Level 1

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

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.

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

Appendix A: Miscellaneous Features

Supplemental Lesson Adding Enhancements

- Topic 1A:** Index Documents
- Topic 1B:** Batch Process PDF Documents
- Topic 1C:** Repurpose PDF Document Content

Appendix B: Adobe Certified Expert (ACE) Program®

