

Adobe Acrobat 8.0 Advanced

Duration: 1 Day

Course Overview:

In this course, students 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.

Students Learn How To:

- Create PDF's from technical documents
- Enhance the utility and accessibility of PDF documents
- Create interactive PDF forms
- Prepare a PDF document for commercial printing
- Create composite and color separation prints from a PDF document

Who Should Attend: Anyone with a basic knowledge of Adobe Acrobat who needs to use Acrobat to create forms, make PDF documents more accessible to the disabled, or prepare PDF documents for commercial printing.

Prerequisites: Students should have basic Acrobat skills such as converting documents, adding text and comments to a document, and creating navigational aids such as bookmarks and links.

Course Outline:

Creating PDFs from Technical Documents

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

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

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

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

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®