

Acrobat 8: Level 2

1 Day

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.

Objectives

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.

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

Finalize 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®