

Adobe Acrobat 7.0 Advanced

Duration: 1 Day

Course Overview:

In this course, students will use Adobe Acrobat 7.0 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's from within Microsoft Visio
Create PDF's from within AutoDesk AutoCAD
Measure Technical Drawing Content

Enhancing PDF Documents

Embed Multimedia
Create Actions
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 Designer

Create a PDF Form
Add Text Form Fields
Create Calculations
Create Fields with Predefined Responses
Create Buttons
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 Settings for Prepress
Preview Printed Effects on Screen

Finalizing PDF Files for Commercial Printing

Preflight Documents
Create PDF/X-Compliant Files
Create a Composite
Create Color Separations

Appendix A: Adobe Certified Expert (ACE) Program®