

ACROBAT PRO DC – LEVEL 2

1 – day course

Course Code: 92104

COURSE DESCRIPTION

This course is for students who are office professionals with a foundational understanding of Adobe Pro DC who want to use the advanced productivity features and the creative features of Acrobat Pro DC.

PREREQUISITES

To ensure your success in your course you should be comfortable using the basic features of Acrobat XI Pro.

COURSE OBJECTIVE

Upon successful completion of this course, students will be able to:

- Customize the Acrobat Pro DC workspace
- Create PDF document from technical documents
- Enhance PDF documents.
- Create interactive PDF forms.
- Finalize PDF files for printing.

COURSE CONTENT

LESSON 1: CUSTOMIZING THE ACROBAT PRO DC WORKSPACE

Customize the Toolbars; Customize the Tool Sets

LESSON 2: CREATING PDFS FROM TECHNICAL DOCUMENTS

Create PDF Documents Using Autodesk AutoCAD; Measure Technical Drawings

LESSON 3: ENHANCING PDF DOCUMENTS

Embed Multimedia; Enhance PDF Document Accessibility; Use Actions; Manage the Security of PDF Documents

LESSON 4: CREATING INTERACTIVE PDF FORMS

Create a PDF Form; Compile and Manage PDF Form Data

LESSON 5: FINALIZING PDF FILES FOR COMMERCIAL PRINTING

Apply Color Management Settings; Preview Printed Effects; Perform Preflight on a PDF Document; Create PDF/X, PDF/A, and PDF/E Compliant Files; Create a Composite and Color Separations; Export a PDF Document to Other Formats