

# Adobe Acrobat X Pro Level 1

<b>Audience</b>	This course is appropriate for those who are familiar with the personal computer and Windows. No previous knowledge of Acrobat is required, but experience with word processing is recommended.
<b>Description</b>	<p>This course uses a combination of lecture, hands on practice, and independent exercises to teach students how to use Acrobat Professional to create, modify, and review PDF documents. In day 1, you learn fundamental concepts and terminology, and the basic features of Adobe Acrobat X Pro. You learn how to navigate and organize PDF documents, how to create a PDF document from within Acrobat and from within other applications, and from web pages. Students modify PDF content by rearranging, editing, and formatting existing text; and by adding headers, footers, watermarks, and backgrounds. You will insert multimedia content, including audio, video, and flash files, add bookmarks and links, and improve accessibility in a document. Managing security issues by using password encryption and digital signatures is also covered, as well as review techniques, including the use of comments, markups, and automated reviews, such as Page View Sharing and Collaborate Live.</p> <p>In day 2, students learn to produce high-quality PDF documents for press including how to discover geospatial data in a PDF map and prepress techniques including color management, proofing and converting colors, color separations, managing inks, trapping, and transparency flattening. You use the Preflight feature to test and convert a document to comply with print provider requirements or ISO 9000 standards such as PDF/X, PDF/A, or PDF/E. Students learn to create interactive forms using both the Form Editor as well as LiveCycle Designer ES2. Distribution of PDF documents and forms, as well as how to compile form data returned from users, is also covered.</p>
<b>Objectives</b>	<p>Upon successful completion of the course, students should be able to:</p> <ul style="list-style-type: none"><li>■ Navigate the Acrobat environment</li><li>■ Print to PDF and use the Create PDF commands</li><li>■ Modify and optimize PDF documents</li><li>■ Use bookmarks and links</li><li>■ Create accessible documents</li><li>■ Apply security features such as passwords and digital signatures</li><li>■ Use document reviewing tools</li><li>■ Generate PDF documents and set file attributes</li><li>■ Manage color workflow and convert colors</li><li>■ Setup color separation using a variety of color tools</li><li>■ Utilize preflighting features and validation</li><li>■ Create modify and test and interactive form</li><li>■ Manage for distribution</li></ul>
<b>Length</b>	2 days



## **I. Getting Started**

- A. The Acrobat environment
- B. Advanced navigation
- C. Finding text
- D. Organizing PDF documents
- E. Getting help
- F. Preferences

## **II. Creating PDF Documents**

- A. Printing to PDF from any application
- B. Acrobat PDFMaker
- C. The Create PDF commands

## **III. Modifying PDF Documents**

- A. Modifying document pages
- B. Modifying content
- C. Moving PDF content to other programs
- D. Adding Multimedia
- E. Optimizing PDF file size

## **IV. Document Navigation Tools**

- A. Bookmarks
- B. Working with links

## **V. PDF Accessibility**

- A. Accessible documents
- B. Accessibility in the Acrobat environment

## **VI. Document Security**

- A. Password protection
- B. Digital signatures
- C. Encryption certification and security envelopes
- D. Adobe LiveCycle Policy Server encryption
- E. Password and certificate security policies

## **VII. Document Review Techniques**

- A. Document reviews
- B. Reviewer tools
- C. Manipulate comments and markups

## **VIII. High-Quality PDFs**

- A. PDF generation methods
- B. PDF file attributes
- C. PDF settings
- D. Geospatial data

## **IX. Color Management**

- A. Color management basics
- B. Color management workflow
- C. Soft proofing colors
- D. Converting colors

## **X. Color Separations**

- A. Color separation setup
- B. Separations preview
- C. Ink Manager
- D. Trapping
- E. Transparency flattening
- F. Printing color separations

## **XI. Preflight and Validation**

- A. Print problems
- B. Preflight profiles
- C. Preflight reports
- D. Preflight droplets
- E. Validation and conversion

## **XII. Interactive PDF Forms**

- A. Forms and Adobe LiveCycle Designer
- B. Creating a form
- C. Working with form fields
- D. Modifying a form
- E. Testing a form

## **XIII. PDF Distribution and Management**

- A. PDF distribution
- B. Form management