



### Acrobat Professional

**Acrobat Professional** is a 16-hour course during which you will explore the Acrobat work environment and practice creating and manipulating Portable Document Format (PDF) files. The course covers in detail, how to create professional-quality PDFs, set up and track a review process, and modify settings to produce high quality results. Additional topics include: how to create a web PDF file from both electronic files and web pages, how to modify a PDF file by adding navigation to it, how to add sound and movie clips to a PDF file, how to create PDF forms, how to add security to PDF documents, and how to obtain data from a pdf.

**Target Student:** Those who are responsible for converting documents into PDF formats or creating PDF forms as well as anyone interested in creating electronically distributed PDFs or editing and securing PDFs.

**Prerequisites:** Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

**Delivery Method:** Instructor-led, classroom-delivery learning model with structured hands-on activities.

**Benefits:** After completing this course, you will be able to combine and share documents, create an electronic form, and streamline document reviews. Additionally you will be able to protect sensitive information, convert documents to PDFs, edit PDF documents and save as word documents.

#### What's Next:

**LiveCycle Developing Forms** Learn to create dynamic PDF based forms and documents as well as how to add interactivity, security and scripts to forms.

**InDesign – Level 1** Lay out professional, print-ready documents from postcard to poster with Adobe's powerful page layout program.

**Dreamweaver Website Development** Learn to create websites using Dreamweaver. The course focuses on best practices and design, stressing the importance of usability.

#### Performance-Based Objectives

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

- Produce a print-ready electronic file.
- Create a PDF file from various media, including electronic file and Web pages.
- Modify PDF files by adding hyperlinks, bookmarks, and movie and sound clips to them.
- Add graphic and text annotations to a PDF file.
- Create a Web-ready PDF form.
- Secure a pdf document.
- Optimize and distribute PDF files.
- Create forms that include various types of fields, including text fields, pop-up menus, check boxes, and radio buttons.
- Automate PDF production.
- Limit accessibility to PDF files by adding password security and digital signatures to them.
- Use comment and review techniques to add comments within a PDF file, and then efficiently review comments from multiple sources.
- Create forms that help the user by providing interaction through buttons, rollovers, automatic calculations, and simple JavaScript.
- Make documents accessible and set preferences.
- Run and create custom preflight profiles.
- Convert spot colors in a pdf document.





## Acrobat Professional

### Introducing Acrobat

Adobe PDF on the Web  
Design Documents for Online Viewing

### Looking at the Work Area

Opening a PDF File  
Working with the Acrobat Tools and Task Buttons  
Working with the Navigation Pane  
Using Organizer

### Creating Adobe PDF Files

Using the Create PDF Command  
Converting and Combining Different Types of Files  
Using the Print Command to Create Adobe PDF Files  
Adobe PDF Settings  
Reducing File Size  
Compression and Resampling

### Creating Adobe PDF from Microsoft Office Files

Converting Microsoft Word Files to Adobe PDF  
Inserting 3D Content into PowerPoint Presentations  
Converting Excel Documents and Starting a Review  
Converting Webpages from Internet Explorer

### Combining Files in PDF Portfolios

Creating a PDF Portfolio  
Customizing your PDF Portfolio  
Sharing, Securing and Search a PDF Portfolio

### Reading and Working with PDF Files

Changing the Opening View  
Onscreen Display  
Reading PDF Documents  
Searching PDF Documents  
Printing PDF Documents  
Filling Out PDF Forms  
Flexibility, Accessibility, and Structure  
Adding Tags  
Adding Alt. Text  
Using the Acrobat Accessibility Features

### Enhancing and Editing PDF Documents

Looking at the Work File  
Moving Pages with Page Thumbnails  
Editing Adobe PDF Pages  
Editing Links  
Inserting one Pdf file into another PDF file  
Working with Bookmarks  
Deleting a Page  
Renumbering Pages  
Editing and Extracting Text and Images  
Editing Images Using the TouchUp Object Tool  
Converting Pdf Pages to Image Format Files

### Adding Signatures and Security

Creating Digital Signatures  
Looking at Security Settings  
Adding Security to Pdf Files  
Adding Passwords  
Certifying PDF Files  
Signing Certified Documents

### Using Acrobat in a Review Cycle

Adding Comments to a PDF Document  
About the Commenting Tools  
Working with Comments  
Initiating a Shared Review  
Marking up Documents

### Working with Forms in Acrobat

Converting Paper Forms to Interactive PDF Forms  
Adding Form Fields  
Distributing Forms  
Collecting Form Data  
Working with Form Data

### Creating Multimedia Presentations

Adding a Video File to a Pdf File  
Adding a Flash Animation  
Assigning a Poster File for a Video or Animation  
Creating a Presentation

### Using the Engineering and Technical Features

Working with Layers  
Using the Pan & Zoom Tool  
Using the 2D Measuring Tools  
Using the Loupe Tool  
Converting a Drawing File to PDF  
Permanently Removing Text from PDF Documents  
Using the PDF Maps Feature  
Geospatial Registration

### Using Acrobat for Professional Printing

Creating PDF Files for Print and Prepress  
Preflighting Files  
Working with Transparency  
Setting Up Color Management  
Previewing your Print Job  
Advanced Printing Controls  
Advanced Printing Controls  
Setting Up Color Management

### Working with 3D in PDF Files

Working with 3D Design Files to PDF  
Reviewing and Commenting on 3D Models  
Converting 3D Design Files to PDF  
Using 3D PDF Files in your Manufacturing Workflow  
Using 3D Models in Technical Publishing