

Adobe Acrobat Pro DC

Level 2

Course Overview

This 1-day course is designed for office professionals who want to learn the advanced productivity and creative features of Adobe Acrobat Pro DC. You will learn how to customize the Acrobat workspace by creating custom tools sets and customizing the toolbars. You will also learn how to create PDFs from technical documents, how to enhance PDF documents, how to create interactive PDF forms, how to finalize PDF files for commercial printing, and how to export PDF documents to other formats. Prerequisite Course: Adobe Acrobat Pro DC Level 1.

Acrobat Course Series:



Course Topics

Customizing the Acrobat Pro DC Workspace

- Customizing the Toolbars
- Customizing the Tool Sets

Creating PDFs from Technical Documents

- Creating PDF Documents Using Autodesk AutoCAD
- Measuring Technical Drawings

Enhancing PDF Documents

- Embedding Multimedia
- Enhancing PDF Document Accessibility
- Using Actions
- Managing the Security of PDF Documents

Creating Interactive PDF Forms

- Creating a PDF Form
- Compiling and Managing PDF Form Data

Finalizing PDF Files for Commercial Printing

- Applying Color Management Settings
- Previewing Printed Effects
- Performing Preflight on a PDF Document
- Creating PDF/X, PDF/A, and PDF/E Compliant Files
- Creating a Composite and Color Separations
- Exporting a PDF Document to Other Formats