

Adobe Acrobat XI

Level 2

Course Overview

This 1-day course is designed for office professionals who want to learn the advanced productivity and creative features of Acrobat XI Pro. You will learn how to use Adobe Acrobat XI Pro to convert documents to PDF files, enhance and customize PDF documents for interactive use online, and prepare files for printing. Prerequisite Course: Acrobat XI Level 1.

Acrobat Course Series:



Course Topics

Customizing the Acrobat XI Pro 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

Securing PDF Documents

- Managing the Security of PDF Documents
- Validating 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