



Cleary
Training
Associates



Customised IT Training & Development

Course Outline | Acrobat Level 2

Duration: 1 Day

Objectives: Students will learn the skills necessary to use advance features of Acrobat. They will convert technical documents to PDF files, enhance and control PDF content accessibility, customise PDF documents for interactive use online and prepare PDFs for commercial printing.

Prerequisites: A basic understanding of using Acrobat either gained from attending the Level 1 course or through practical experience.

Creating PDF's from Technical Documents

- Create PDF Documents from Visio
- Create PDF Documents from AutoCad
- Measure Technical Drawing Content

Enhancing PDF Documents

- Embed Multimedia
- Create Actions
- Optimize PDF Files
- Batch Process PDF Documents
- Make a PDF Document More Accessible
- Repurpose a PDF Document for Other Displays

Creating Interactive PDF Forms

- Create a PDF Form
- Add Text Form Fields
- Create Calculations
- Create Fields with Predefined Responses
- Create Buttons
- Organise Collected Data in a spreadsheet

Prepare PDF Files for Commercial Printing

- Examine the Commercial Printing Process
- Choose Appropriate Methods for Prepress
- Apply Colour Management
- Create and Apply Setting for Prepress

Finalising PDF For Printing

- Preflight Documents
- Create PDF/X Compliant Files
- Create a Composite
- Create Colour Separations