



Adobe Acrobat 9.0 Pro: Level 2

WDWP-700

Course Description:

This course provides students with the skills necessary to use Adobe Acrobat 9.0 Pro to convert technical documents to PDF files, enhance and control PDF content accessibility, customize PDF documents for interactive use online, and prepare PDFs for commercial printing.

Course Objectives:

Upon completion of the course, students will be able to:

- Create PDF files from technical documents
- Enhance the utility and accessibility of PDF documents
- Build interactive PDF forms using Adobe LiveCycle Designer
- Produce a PDF document ready for commercial printing
- Finalize PDF files for commercial printing

Prerequisites:

- WDWP-600, Adobe Acrobat 9.0 Pro: Level 1

Audience:

- End Users

Course Duration:

1 Days

Course Topics:

I. Creating PDFs From Technical Documents

- Create PDF Documents Using Auto desk AutoCAD
- Measure Technical Drawings

II. Enhancing PDF Documents

- Embed Multimedia
- Optimize PDF Files
- Enhance PDF Document Accessibility

III. Creating Interactive PDF Forms in Adobe LiveCycle Designer

- Create a PDF Form
- Add Form Fields
- Create Calculations
- Create Buttons
- Track Forms
- Compile Returned Forms
- Organize Compiled Data

IV. Preparing PDF Files for Commercial Printing

- Examine the Commercial Printing Process
- Create PDF Files for Prepress
- Apply Color Management Settings
- Modify Adobe PDF Settings for Prepress
- Preview Printed Effects

V. Finalizing PDF Files for Commercial Printing

- Preflight Documents
- Create PDF/X, PDF/A, and PDF/E Compliant Files
- Create a Composite
- Create Color Separations

Appendix A: Miscellaneous Features/Supplemental Lesson Adding Enhancements

- Index Documents
- Batch Process PDF Documents
- Repurpose PDF Document Content

Appendix B: Adobe Certified Expert (ACE) Program