

Adobe Acrobat Professional

Length: 2 Days

Adobe Acrobat XI Overview: As a business professional, you have some experience using Adobe® Acrobat®. Now you're ready to take further advantage of all the features of Acrobat XI to bring your documents to the next level. Whether you are creating PDFs for commercial printing or for viewing digital versions on a range of platforms, Adobe Acrobat XI enables you to output your content so your audience will be able to access and view the document just the way you intended. In this course, you will use Adobe Acrobat XI Pro to convert technical documents to PDF files, enhance PDF documents, create interactive PDF forms, and prepare PDF files for commercial printing. Students will learn how to make changes to the text using FrameMaker, how to edit photos using Photoshop, how to edit and save through Illustrator and how to edit line drawings using InDesign.

COURSE CONTENT

1: MODIFYING PDF DOCUMENTS

- Manipulate PDF document pages
- Edit content in a PDF document
- Add page elements
- Advanced conversion and optimizing the process
- Advanced editing through the use of active links to Illustrator, Photoshop, and FrameMaker

2: NAVIGATING CONTENT IN A PDF DOCUMENT

- Perform a search in a PDF document
- Search multiple PDF documents
- Work with Bookmarks
- Create links and buttons
- Advanced training on editing options in Pro. Identify what to do and what to avoid
- Advanced: identify short-cuts and faster ways to hyperlink and create TOC/Bookmarks

3: FINALIZING PDF FILES FOR COMMERCIAL PRINTING

- Apply color management settings
- Preview printed effects
- Perform Preflight on a PDF document
- Create PDF/X, PDF/A and PDF/E compliant files
- Create a composite and color separations

4: CREATING INTERACTIVE PDF FORMS

- Create a PDF form
- Compile and manage PDF form data

5: ENHANCING PDF DOCUMENTS

- Embed multimedia
- Enhance PDF document accessibility

6: REVIEWING PDF DOCUMENTS

- Add comments and markup
- Compare PDF documents
- Initiate and manage a review

7: CONVERTING PDF FILES

- Reduce the file size of a PDF document
- Optimize PDF files
- Convert and reuse PDF document content

8: ACCESSING PDF DOCUMENTS

- Open a PDF Document
- Browse a PDF Document

9: CREATING AND SAVING PDF DOCUMENTS

- Create and Save a PDF Document from an Existing Document
 - Create a PDF Document from a Web Page
 - Combine Multiple PDF Document
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