

Adobe Acrobat – Level One

Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to create, edit, format and print spreadsheets. The following course content details what will be covered in this class.

Course Outline

Accessing Information in PDF Documents

- Browse a PDF Document
- Navigate to Specific Content within a PDF Document
- Conduct a Simple Search
- Extract Content from a PDF Document

Creating PDF Documents

- Create a PDF Document from a Word Document
- Create PDF Documents Using the Print Command
- Create PDF Documents from Web Pages
- Create a PDF Document Using Acrobat

Modifying PDF Documents

- Manipulate PDF Document Pages
- Edit Text in a PDF
- Modify Headers and Footers
- Customize Page Numbering

Adding PDF Navigation

- Use Bookmarks
- Create and Modify Links
- Format a Story as an Article

Working with Multiple PDF Documents

- Organize PDFs into a Collection
- Control Access to Multiple PDF Documents
- Search Multiple PDF Documents

Initiating and Participating in a Review

- Choose a Collaboration Workflow
- Add Review Tools to a PDF Document
- Digitally Sign a PDF Document
- Markup a PDF Document
- Compile and View Comments from Multiple Reviewers

Adobe Acrobat – Level Two (Professional)

Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to create, edit, format and print spreadsheets. The following course content details what will be covered in this class.

Course Outline

Creating Technical Documents

- Create PDF Documents from within Microsoft Visio
- Create PDF Documents from within Autodesk AutoCAD
- Measure Technical Drawing Content

Enhancing 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 in Designer

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

Preparing Files for Commercial Printing

- Examine the Commercial Printing Process
- Choose Appropriate Methods of Creating PDF Files for Prepress
- Apply Color Management Settings
- Create and Apply Appropriate Adobe PDF Settings for Prepress
- Preview Printed Effects on Screen

Finalizing Files for Commercial Printing

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