



Adobe Acrobat Pro

Level 2: Building Documents

1 Day Course

Training at Your Office

COURSE DESCRIPTION

In this course, you will use Acrobat to convert technical documents to PDF files, enhance PDF documents, create interactive PDF forms, and prepare PDF files for commercial printing. You will:

- Customize the Acrobat Pro DC workspace.
- Create PDFs from technical documents.
- Enhance PDF documents.
- Create interactive PDF forms.
- Finalize PDF files for commercial printing.

Course Prerequisite: knowledge of Acrobat Level 1 topics.

COURSE TOPICS

Lesson 1: Customizing the Acrobat Pro DC Workspace

Customize the Toolbars
Create Custom Tool Sets

Lesson 2: Creating PDFs from Technical Documents

Create PDF Documents by Using Autodesk AutoCAD
Measure Technical Drawings

Lesson 3: Enhancing PDF Documents

Embed Multimedia
Enhance PDF Document Accessibility
Use Actions
Manage the Security of PDF Documents

Lesson 4: Creating Interactive PDF Forms

Create a PDF Form
Compile and Manage PDF Form Data

Lesson 5: 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
Export a PDF Document to Other Formats



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