

## Adobe® Acrobat® XI Pro: Part 2

### Course Specifications

**Course Number:** ELK92-102\_rev4.0

**Course Length:** 1 day

### Course Description

**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 and PDF files for commercial printing.

### Course Objectives:

**Target Student:** The target students for this course are office professionals with a foundational understanding of Adobe Acrobat Pro XI who want to use the advanced productivity features and the creative features of Acrobat XI Pro.

**Prerequisites:** To ensure your success in your course you should be comfortable using the basic features of Acrobat XI Pro. Additionally, you should be proficient in using the Windows® 8 operating system to perform work-related computing tasks. You can obtain this level of skills and knowledge by taking the following Logical Operations course:

- Adobe® Acrobat® XI Pro: Part 1

### Course-specific Technical Requirements

#### Hardware

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1.3 GHz or faster 32-bit (x86) or 64-bit (x64)
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- CD-ROM drive
- Keyboard and mouse (or other pointing device)
- 1024 x 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen
- A printer profile for a Tektronix Phaser 780

## Software

- Microsoft® Office Professional Edition 2010
- Microsoft® Office Suite Service Pack 1
- Microsoft® Windows® 7 Professional with Service Pack 1
- Adobe® Acrobat® XI Pro
- Adobe® LiveCycle® Designer ES3
- Adobe® Photoshop® CS6
- Adobe® Flash® Player

## Course Content

### Lesson 1: Customizing the Acrobat XI Pro Workspace

Topic A: Customize the Toolbars

Topic B: Customize the Tool Sets

### Lesson 2: Creating PDFs from Technical Documents

Topic A: Create PDF Documents Using Autodesk AutoCAD

Topic B: Measure Technical Drawings

### Lesson 3: Enhancing PDF Documents

Topic A: Embed Multimedia

Topic B: Enhance PDF Document Accessibility

### Lesson 4: Securing PDF Documents

Topic A: Manage the Security of PDF Documents

Topic B: Validate PDF Documents

### Lesson 5: Creating Interactive PDF Forms

Topic A: Create a PDF Form

Topic B: Compile and Manage PDF Form Data

### Lesson 6: Finalizing PDF Files for Commercial Printing

Topic A: Apply Color Management Settings

Topic B: Preview Printed Effects

Topic C: Perform Preflight on a PDF Document

Topic D: Create PDF/X, PDF/A, and PDF/E Compliant Files

Topic E: Create a Composite and Color Separations

### Appendix A: Adobe Acrobat XI Pro ACE Certification Exam Objectives