

Adobe® Acrobat® Pro DC: Advanced

Course Specifications

Course Number: ELK92-104_rev1.0

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 Pro DC 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 Pro DC 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 Pro DC to convert technical documents to PDF files, enhance PDF documents, create interactive PDF forms, and prepare PDF files for commercial printing.

Course Objective: In this course you will create and manage PDF documents.

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.

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

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

- Adobe® Acrobat® Pro DC

Hardware Requirements

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) processor
- 1.5 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB (32-bit) or 20 GB (64-bit) available hard disk space
- Keyboard and mouse (or other pointing device)
- 1,024 × 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Projection system to display the instructor's computer screen

Software Requirements

- Microsoft® Windows® 8 or 8.1 (32-bit or 64-bit)
- Adobe® Acrobat® Pro DC
- Adobe® Photoshop® CC (Optional. See the following note for an alternative solution.)
- Adobe® Flash® Player 21.0 (or most recent version)
- If necessary, software for viewing the course slides (instructor machine only)

Course Content

Lesson 1: Customizing the Acrobat Pro DC Workspace

Topic A: Customize the Toolbars

Topic B: Create Custom Tool Sets

Lesson 2: Creating PDFs from Technical Documents

Topic A: Create PDF Documents by Using Autodesk AutoCAD

Topic B: Measure Technical Drawings

Lesson 3: Enhancing PDF Documents

Topic A: Embed Multimedia

Topic B: Enhance PDF Document Accessibility

Topic C: Use Actions

Topic D: Manage the Security of PDF Documents

Lesson 4: Creating Interactive PDF Forms

Topic A: Create a PDF Form

Topic B: Compile and Manage PDF Form Data

Lesson 5: 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

Topic F: Export a PDF Document to Other Formats