



Adobe Acrobat XI Level 2

Course ID#: 0580-200-11-W

7 Hrs

Course Content

Course Description:

Learn how to customize the Acrobat XI to work efficiently on common tasks and easily navigate within and between documents. Get your documents converted to PDF forms with the click of a button. Become familiar with the reviewing and commenting process built into Acrobat.

Explore how to move documents into and out of the PDF format while becoming familiar with the various tools within the program. This course will show you how to use the power of the PDF standard when working with digital documents. Control and understand the various conversion settings built into Acrobat to get the exact document you need. The PDF standard can simplify your document workflow, and this course provides you with a solid foundation in the power of Acrobat.

Prerequisites:

Basic or equivalent experience.

Topics:

1: High Quality PDFs

- PDF generation methods
- PDF file attributes
- PDF settings

2: Color Management

- Color management basics
- Color management workflow
- Soft-proofing colors
- Converting colors

3: Color Separations

- Color separation setup
- Separations preview
- Ink Manager
- Trapping
- Transparency flattening
- Printing color separations

4: Preflight and Validation

- Print problems
- Preflight profiles
- Preflight reports
- Preflight droplets
- Validation and conversion

5: Interactive Forms

- Forms in Acrobat
- FormsCentral

6: PDF Accessibility

- Accessible documents
- Accessibility in the Acrobat environment

7: Preparing a PDF Document for Distribution

- Actions
- Redacting content
- Document Processing commands
- Export options