



## Adobe® Acrobat® 9.0 Pro

### Course Description

As a business professional, you have some experience in using Adobe® Acrobat®. Now, you are ready to further develop your PDF documents. In this course, you will use Adobe® Acrobat® 9.0 Pro to convert technical documents to PDF files, enhance and control PDF content accessibility, customize PDF documents for interactive use online, and prepare PDFs for commercial printing.

**Course Objective:** You will use Adobe® Acrobat® 9.0 Pro to convert documents to PDF files, enhance and customize PDF documents for interactive use online, and prepare them for printing.

**Target Student:** The target student for this course are office professionals who want to employ the advanced productivity and creative features of Acrobat 9.0 Pro

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create PDF files from technical documents.
- enhance the utility and accessibility of PDF documents.
- create interactive PDF forms using Adobe LiveCycle Designer.
- make a PDF document ready for commercial printing.
- finalize PDF files for commercial printing.

### Course Content

#### Lesson 1: Creating PDFs from Technical Documents

Topic 1A: Create PDF Documents Using Autodesk AutoCAD

Topic 1B: Measure Technical Drawings

#### Lesson 2: Enhancing PDF Documents

Topic 2A: Embed Multimedia

Topic 2B: Optimize PDF Files

Topic 2C: Enhance PDF Document Accessibility

#### Lesson 3: Creating Interactive PDF Forms in Adobe LiveCycle Designer

Topic 3A: Create a PDF Form

Topic 3B: Add Form Fields

Topic 3C: Create Calculations

Topic 3D: Create Buttons

Topic 3E: Track Forms

Topic 3F: Compile Returned Forms

Topic 3G: Organize Compiled Data

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#### **Lesson 4: Preparing PDF Files for Commercial Printing**

Topic 4A: Examine the Commercial Printing Process

Topic 4B: Create PDF Files for Prepress

Topic 4C: Apply Color Management Settings

Topic 4D: Modify Adobe PDF Settings for Prepress

Topic 4E: Preview Printed Effects

#### **Lesson 5: Finalizing PDF Files for Commercial Printing**

Topic 5A: Preflight Documents

Topic 5B: Create PDF/X, PDF/A, and PDF/E Compliant Files

Topic 5C: Create a Composite

Topic 5D: Create Color Separations

#### **Appendix A: Miscellaneous Features**

##### **Supplemental Lesson Adding Enhancements**

Topic 1A: Index Documents

Topic 1B: Batch Process PDF Documents

Topic 1C: Repurpose PDF Document Content

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