

# Adobe® Acrobat ® v7: Advanced



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**Course Duration: 1.0 day**

## **Course Overview:**

As a workplace professional with some experience in using Adobe Acrobat, you are now ready to further develop your PDF documents. In this course, you will use Adobe Acrobat 7.0 Professional 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.

## **Prerequisites:**

Acrobat 7.0 Level Introduction (Standard/Professional)

## **Additional information:**

Course content can be tailored to client's specific needs.#

## **Course Content:**

### **Creating PDFs from Technical Documents**

Create PDF Documents from within Microsoft Visio  
Create PDF Documents from within Autodesk AutoCAD  
Measure Technical Drawing Content

### **Enhancing PDF Documents**

Embed Multimedia  
Create Actions  
Optimize PDF Files  
Batch Process PDF Documents  
Make a PDF Document More Accessible  
Repurpose a PDF Document for Other Displays

### **Creating Interactive PDF Forms in Adobe Designer**

Create a PDF Form  
Add Text Form Field  
Create Calculations  
Create Fields with Predefined Responses  
Create Buttons  
Organize Collected Data in a Spreadsheet

### **Preparing PDF Files for Commercial Printing**

Examine the Commercial Printing Process  
Choose Appropriate Methods of Creating PDF Files for Prepress  
Apply Colour Management Settings  
Create and Apply Appropriate Adobe PDF Settings for Prepress  
Preview Printed Effects on Screen

**Course content continues over next page**

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## **Finalizing PDF Files for Commercial Printing**

Preflight Documents

Create PDF/X-Compliant Files

Create a Composite

Create Colour Separations

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