



Adobe Acrobat Pro DC - Advanced

Summary

Length: 8 hours Level: Advanced

In this course, students 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. This course may earn a Credly Badge.

Learning Objectives

In this course you will create and manage PDF documents. Students will be able to:

- Customize the Acrobat Pro DC workspace.
- Create PDFs from technical documents.
- Enhance PDF documents.
- Create interactive PDF forms.
- Finalize PDF files for commercial printing.

Course Outline

- 1. Customizing the Acrobat Pro DC Workspace**
 - Customize the Toolbars
 - Create Custom Tool Sets
- 2. Creating PDFs from Technical Documents**
 - Create PDF Documents by Using Autodesk AutoCAD
 - Measure Technical Drawings
- 3. Create PDF Documents by Using Autodesk AutoCAD**
 - Embed Multimedia
 - Enhance PDF Document Accessibility
 - Use Actions
 - Manage the Security of PDF Documents
- 4. Creating Interactive PDF Forms**
 - Create a PDF Form
 - Compile and Manage PDF Form Data
- 5. Finalizing PDF Files for Commercial Printing**
 - Apply Color Management Settings
 - Preview Printed Effects
 - Perform Preflight on a PDF Document
 - Create PDF/X, PDF/A, and PDF/E Compliant Files
 - Create a Composite and Color Separations
 - Export a PDF Document to Other Formats

Audience

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.