

**Adobe® Acrobat®  
9.0 Pro: Level 2**

*Instructor Led / 1 Day*



## 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 students for this course are office professionals who want to employ the advanced productivity and creative features of Acrobat 9.0 Pro

**Prerequisites:** Adobe® Acrobat® 9.0 Pro: Level 1

## 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

### 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

### Appendix B: Adobe Certified Expert (ACE) Program®