

# Adobe Acrobat 9.0 Pro: Level 2

## Software: Adobe Acrobat 9.0 Professional



**Course length:** 1.0 day(s)

### **Course Description**

This course provides office professionals to reliably create more complex PDF documents and electronic forms.

**Course Objective:** Upon completion of this course, you will be able to:

- Convert technical documents to PDF files
- Create electronic forms for distribution and data collection
- Prepare PDF files for printing

**Target Audience:** 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

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



**AUTHORISED**  
Training Centre

## Course Content

### Lesson 1: Creating PDFs from Technical Documents

- Create PDF Documents Using Autodesk AutoCAD
- Measure Technical Drawings

### Lesson 2: Enhancing PDF Documents

- Embed Multimedia
- Optimize PDF Files
- Enhance PDF Document Accessibility

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

- Create a PDF Form
- Add Form Fields
- Create Calculations
- Create Buttons
- Track Forms
- Compile Returned Forms
- Organize Compiled Data

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

- Examine the Commercial Printing Process
- Create PDF Files for Prepress
- Apply Color Management Settings
- Modify Adobe PDF Settings for Prepress
- Preview Printed Effects

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

- Preflight Documents
- Create PDF/X, PDF/A, and PDF/E Compliant Files
- Create a Composite
- Create Color Separations