Adobe Acrobat X level 1 course content (1-day)

Course Description:

Adobe Acrobat Beginners course will teach student's fundamental concepts and terminology, and the basic features of Adobe Acrobat X Pro. Students will learn PDF basics and explore the Acrobat interface. They'll learn how to navigate and organize PDF documents. Students will learn how to create a PDF document from within Acrobat. They will also create PDF documents from within other applications, and create documents from Web pages. Students will learn to modify PDF content by rearranging, editing, and formatting existing text; and by adding headers, footers, watermarks, and backgrounds. They'll learn how to insert multimedia content, including audio, video, and flash files. They'll add bookmarks and links, and improve accessibility in a document. Students will learn to manage security issues by using password encryption and digital signatures. They'll explore document review techniques, including the use of comments, mark-ups, and automated reviews, such as Page View Sharing and Collaborate Live.

Course Outline:

1. Getting Started

- Topic A: The Acrobat environment
- Topic B: Advanced navigation
- Topic C: Finding text
- Topic D: Getting help
- Topic E: Setting preferences

2. Creating PDF Documents

- Topic A: Printing to PDF from any application
- Topic B: Acrobat PDF Maker
- Topic C: The Create PDF commands

3. Modifying PDF Documents

- Topic A: Moving document pages
- Topic B: Modifying content
- Topic C: Moving PDF content to other programs
- Topic D: Adding multimedia
- Topic E: Optimizing PDF file size

4. Document Navigation Tools

- Topic A: Working with bookmarks
- Topic B: Working with links

5. PDF Accessibility

- Topic A: Accessible documents
- Topic B: Accessibility in the Acrobat environment

6. Document Security

- Topic A: Password protection
- Topic B: Digital signatures
- Topic C: Encryption certification and security envelopes
- Topic D: Adobe Live Cycle Rights Management ES encryption
- Topic E: Password and certificate security policies

7. Document Review Techniques

- Topic A: Document reviews
- Topic B: Reviewer tools
- Topic C: Managing comments and markups

Adobe Acrobat X level 2 course content (1-day)

Course Description

This course builds on the fundamentals taught in Acrobat X Pro: Basic. Students will learn how to produce high-quality PDF documents for press. They will learn how to discover geospatial data in a PDF map. They will learn prepress techniques including colour management, proofing and converting colours, colour separations, managing links, trapping, and transparency flattening. Students will use the Pre-flight feature to test and convert a document to comply with print provider requirements or ISO9000 standards such as PDF/X, PDF/A, or PDF/E. Students will learn how to interact forms using both the Form Editor as well as Live Cycle Designer ES2. They will learn to distribute PDF documents and forms, and to compile form data returned from users.

Course Outline

1. High-Quality PDF's

- Topic A: PDF generation methods
- Topic B: PDF file attributes
- Topic C: PDF settings
- Topic D: Geospatial data

2. Colour Management

- Topic A: Colour management basics
- Topic B: Colour management workflow
- Topic C: Soft-proofing colours
- Topic D: Converting colours

3. Colour Separations

- Topic A: Colour separation setup
- Topic B: Separations preview
- Topic C: Ink Manager
- Topic D: Trapping
- Topic E: Transparency flattening
- Topic F: Printing colour separations

4. Pre-flight and Validation

- Topic A: Print problems
- Topic B: Preflight profiles
- Topic C: Preflight reports
- Topic D: Preflight droplets
- Topic E: Validation and conversion

5. Interactive PDF Forms

- Topic A: Forms and Live Cycle Designer ES2
- Topic B: Creating a form
- Topic C: Working with form fields
- Topic D: Modifying a form
- Topic E: Testing a form

6. PDF Distribution and Management

- Topic A: PDF distribution
- Topic B: Form management