

Adobe Acrobat 9 Pro Advanced

Course length

1 day

Why come on this course?

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, customise PDF documents for interactive use online, and prepare PDFs for commercial printing.

Who is it for?

This course is designed for office professionals who want to employ the advanced productivity and creative features of Acrobat 9.0 Pro. You should have attended the Adobe Acrobat 9 Pro Level 1 course or have equivalent knowledge.

What will I learn?

By the end of this course you will:

- Create PDF files from technical documents
- Enhance the utility and accessibility of PDF documents
- Create interactive PDF forms using Adobe LiveCycle Designer
- Make a PDF document ready for commercial printing
- Finalise PDF files for commercial printing

Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section.

Course materials

Course manuals are provided to support the topics covered. Certificates of attendance will be presented to each delegate after the training has been completed.

Course contents

Creating PDFs from Technical Documents

- Create PDF Documents Using Autodesk AutoCAD
- Measure Technical Drawings

Enhancing PDF Documents

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

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

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

Finalizing PDF Files for Commercial Printing

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

How do I book?



Call us now on 020 8658 6994



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