

## Adobe® Acrobat® 9.0 Pro: Level 2

**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:** Upon successful completion of this course, students will be able to:

- 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.
- finalize PDF files for commercial printing.

**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®**