

# Adobe® Acrobat 8.0 Professional™

Course Number: AA102

## Who should attend?

This course is intended for individuals who would like to create and manage documents using the Adobe Acrobat family of products.

## Delivery and duration

Two-day instructor-led course

## Course Agenda

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### Accessing Information in PDF Documents

- Browse a PDF Document
- Navigate to Specific Content Within a PDF Document
- Conduct a Simple Search
- Extract Content from a PDF Document

### Creating PDF Documents

- Create a PDF Document from a Word Document
- Create PDF Documents Using the Print Command
- Create PDF Documents from Web Pages
- Create a PDF Document Using Acrobat
- Create PDF Documents Using Email Applications

### Modifying PDF Documents

- Manipulate PDF Document Pages
- Edit Content in a PDF
- Add Headers and Footers
- Customize Page Numbering

### Adding PDF Navigation

- Use Bookmarks
- Work with Links
- Define Articles

### Working with Multiple PDF Documents

- Organize PDFs into a Collection
- Control Access to Multiple PDF Documents
- Search Multiple PDF Documents

### Reviewing a PDF Document

- Choose a Collaboration Workflow
- Add Review Tools to a PDF Document
- Digitally Sign a PDF Document
- Markup a PDF Document
- Initiate a Meeting with Acrobat Connect
- Compile Comments from Multiple Reviewers

### Creating PDFs from Technical Documents

- Create PDF Documents Using Microsoft Visio
- Create PDF Documents Using Autodesk AutoCAD
- Measure Technical Drawing Content

### Enhancing PDF Documents

- Embed Multimedia
- Create Actions
- Index Documents
- Optimize PDF Files
- Batch Process PDF Documents
- Make a PDF Document More Accessible
- Repurpose a PDF Document for Other Displays

### Creating Interactive PDF Forms in Adobe LiveCycle Designer

- Create a PDF Form
- Add Text Form Fields
- Create Calculations
- Create Fields with Predefined Responses
- Create Buttons
- Track Forms
- Compile Returned Forms into a PDF Package
- Organize Collected Data in a Spreadsheet

### Preparing PDF Files for Commercial Printing

- Examine the Commercial Printing Process
- Choose Appropriate Methods of Creating PDF Files for Prepress
- Apply Color Management Settings
- Create and Apply Appropriate Adobe PDF Settings for Prepress
- Preview Printed Effects on Screen

### Finalizing PDF Files for Commercial Printing

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

### (Optional) Implementing a PDF Document Review Supplemental Lesson: Implementing Managed Reviews

- Initiate a Shared Review
- Initiate an Email-Based Review
- Initiate a Browser-Based Review
- Incorporating PDF Review Comments into a Word Document