



Advanced Adobe Acrobat 9 Pro (CS4)

One-Day Course

Windows and Macintosh

Course Overview:

In this course you will learn to create interactive PDFs that include sound and video and to convert a PDF into a full screen presentation complete with screen transitions. In addition you will cover editing/downsizing existing PDFs using the PDF Optimizer, automating repetitive tasks with batch processing and using the preflight tools for PDF/X compliance.

Course Content:

- Using the Acrobat Organizer to open, sort and manage documents
- Review of the Adobe PDF predefined distiller settings
- Creating custom PDF Distiller settings
- Creating PDFs from compressed file formats including tiff, eps, jpg, dwg, gif, png, etc.
- Setting up and reviewing Acrobat's Preferences
- Adding backgrounds to a multiple file PDF
- Creating a PDF portfolio with settings
- Editing text from a scanned document using OCR Text Recognition
- Using the Image Touch-up tool to modify graphics in Adobe Illustrator and Adobe Photoshop
- Exporting images and text from a PDF
- Using the Compare Documents feature to show the differences between two versions of a PDF
- Adding source files (Excel or Word) to a PDF
- Adding digital signatures to a document and setting up a signature appearance
- Adding Flash video files and sound clips to a PDF
- Creating buttons to trigger events such as multimedia playback and document navigation
- Utilizing Batch processing to automate repetitive tasks in Acrobat
- Preflight PDFs for professional output to identify possible printing problems
- Using Acrobat Catalog to create indexes enabling enhanced searching across multiple PDFs
- Building and working with layers in a PDF
- Creating a PDF presentation by setting full screen or page transitions
- Downsizing an existing PDF using the PDF Optimizer and the Acrobat Version Compatibility settings

Note: As of April 2009 DPA Communications will offer Adobe Acrobat, InDesign, Photoshop, Illustrator, Dreamweaver and Flash courses on version CS4 (Creative Suite 4). Acrobat Pro 9 is the version of Acrobat included in CS4. If you are currently using previous versions see the CS3 version of this course outline for any differences in training course content.
Please contact DPA for more details or to have an instructor contact you.