



Advanced Adobe Acrobat Professional

One-Day Course

Windows and Macintosh

Course Overview:

Go beyond the basics to create, modify and optimize rich interactive PDFs for on-line and off-line viewing. Add multimedia such as sound, video and Flash animation and add navigation buttons to existing documents. Develop custom Distiller settings for different output requirements. Preflight documents for commercial printing using preflighting tools for PDF/X compliance. Automate common tasks with batch processing. Create indexes for searching across multiple PDFs and add MetaData. Reduce large PDFs for web viewing.

Note: Adobe Acrobat Professional requires Windows 2000 or XP or higher or Mac OS X v.10.2.2 or higher to run.

Course Content:

- Using Acrobat Distiller for embedding and subsetting fonts, compressing images, text, line art and choosing Distiller job options
- Creating and distributing custom Distiller job options
- Converting PostScript and EPS files to PDF
- Using the Text Touch-up tool to modify text
- Using the Image Touch-up tool to modify graphics in Adobe Illustrator and Adobe Photoshop
- Adding security and encryption to PDFs
- Adding sound to PDFs
- Adding movies and Flash files to PDFs
- Creating buttons to trigger events such as multimedia playback and document navigation
- Utilizing Batch processing to automate tasks in Acrobat
- Preflighting PDFs for professional output to identify possible printing problems
- Creating indexes with Acrobat Catalog to enable searching across multiple PDFs
- Working with layered PDFs
- Using Acrobat's Organizer to sort and manage PDFs