



*Are you a pencil pusher trapped in a computer?
We can help?*

M J H COMPUTER TRAINING

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Adobe® Acrobat® XI Pro: Level 2

Course Number: 092102

Course Length: 1 day

Target Student: The target students for this course are office professionals with a foundational understanding of Adobe Acrobat Pro XI who want to use the advanced productivity features and the creative features of Acrobat XI Pro.

Course Content

Lesson 1: Customizing the Acrobat XI Pro Workspace

Topic A: Customize the Toolbars

Topic B: Customize the Tool Sets

Lesson 2: Creating PDFs from Technical Documents

Topic A: Create PDF Documents Using Autodesk AutoCAD

Topic B: Measure Technical Drawings

Lesson 3: Enhancing PDF Documents

Topic A: Embed Multimedia

Topic B: Enhance PDF Document Accessibility

Lesson 4: Securing PDF Documents

Topic A: Manage the Security of PDF Documents

Topic B: Validate PDF Documents

Lesson 5: Creating Interactive PDF Forms

Topic A: Create a PDF Form

Topic B: Compile and Manage PDF Form Data

Lesson 6: Finalizing PDF Files for Commercial Printing

Topic A: Apply Color Management Settings

Topic B: Preview Printed Effects

Topic C: Perform Preflight on a PDF Document

Topic D: Create PDF/X, PDF/A, and PDF/E Compliant Files

Topic E: Create a Composite and Color Separations