

Adobe Acrobat XI Professional

Audience	This course is appropriate for those who are familiar with the personal computer and Windows. No previous knowledge of Acrobat is required, but experience with word processing is strongly recommended.
Description	Acrobat XI Professional will teach students fundamental concepts and terminology, as well as the basic features of Adobe Acrobat XI Pro. Students will learn how to create PDF documents, edit text, and images. They'll also move pages, optimize file size, work with bookmarks, add links, and manage security issues by using password encryption, digital signatures, and electronic signatures. They'll explore document review techniques, including the use of comments, markups, and shared reviews. Students will learn how to produce high-quality PDF documents for press, apply prepress techniques including color management, proofing and converting colors, color separations, managing inks, trapping, and transparency flattening. Students will use the Preflight feature to test and convert a document to comply with print provider requirements or ISO 9000 standards, create, distribute and track interactive forms in both Acrobat and Adobe FormsCentral, and how to address accessibility issues, use actions to perform multiple tasks at once, and prepare PDF documents for distribution.
Objectives	<p>Upon successful completion of the course and additional practice, students should be able to:</p> <ul style="list-style-type: none">■ Navigate the Acrobat environment■ Use the Acrobat PDFMaker■ Print to PDF and use the Create PDF commands■ Edit text, images and page design,■ Modify and optimize PDF documents■ Use bookmarks and links■ Apply security settings and digital signatures,■ Review documents, including comments and markups■ Generate PDF documents and set file attributes,■ Manage color workflow and convert colors,■ Setup color separation using a variety of color tools,■ Utilize preflighting features and validation,■ Create, modify, and test interactive forms,■ Manage document accessibility features,■ Manage for distribution.
Length	2 days



I. Getting Started

- A. Understanding the Acrobat environment
- B. Using advanced navigation
- C. Finding text
- D. Organizing PDF documents
- E. Setting Preferences

II. Creating PDF Documents

- A. Printing to PDF from any application
- B. Acrobat PDFMaker
- C. Using the Create PDF commands
- D. Saving to the Cloud

III. Editing Text, Images, and Page Elements

- A. Editing text and images
- B. Editing page design

IV. Modifying PDF Documents

- A. Moving document pages
- B. Inserting and manipulating pages
- C. Moving PDF content to other programs
- D. Optimizing PDF file size

V. Document Navigation Tools

- A. Working with bookmarks
- B. Working with links

VI. Document Security

- A. Password protection
- B. Digital signatures
- C. Encryption certification and security envelopes
- D. Electronic signatures

VII. Document Review Techniques

- A. Document reviews
- B. Managing comments and markups
- C. Shared Reviews

VIII. High-Quality PDFs

- A. PDF generation methods
- B. PDF file attributes
- C. PDF settings

IX. Color Management

- A. Color management basics
- B. Color management workflow
- C. Soft-proofing colors
- D. Converting colors

X. Color Separations

- A. Color separation setup
- B. Separations preview
- C. Ink Manager
- D. Trapping
- E. Transparency flattening
- F. Printing color separations

XI. Preflight and Validation

- A. Print problems
- B. Preflight profiles
- C. Preflight reports
- D. Preflight droplets
- E. Validation and conversion

XII. Interactive Forms

- A. Forms in Acrobat
- B. FormsCentral

XIII. PDF Accessibility

- A. Accessible documents
- B. Accessibility in the Acrobat environment

XIV. Preparing a PDF Document for Distribution

- A. Actions
- B. Redacting content
- C. Document Processing commands
- D. Export options