



Dynamix Computer Training Centres

Kirstenhof Office Park
1 Witkoppen Rd
SUNNINGHILL
Johannesburg

T: +27 (11) 234 5555
F: +27 (11) 234 5550

Sunninghill@Dynamix.co.za

MSC Building
1 Mediterranean Rd
FORESHORE
Cape Town

+27 (21) 418 8760
+27 (21) 418 7323

Manhattan plaza
100 Edward Road
TYGERVALLEY
Cape Town

+27 (21) 910 4470
+27 (21) 910 4471

Cape@Dynamix.co.za



www.dynamix.co.za

P.O. Box 11383, BLOUBERGRANT, 7443

Acrobat 7.0: Level 2 (Professional)

Course Specifications

Course number: 084173

Software: Acrobat 7.0 Professional

Course length: 1.0 day(s)

Certification: Adobe Certified Expert (ACE) Program®

Course Description

As a workplace professional with some experience in using Adobe Acrobat, you are now ready to further develop your PDF documents. In this course, you will use Adobe Acrobat® 7.0 Professional to convert technical documents to PDF files, enhance and control PDF content accessibility, customize PDF documents for interactive use online, and prepare PDFs for commercial printing.

Course Objective: You will use Adobe Acrobat® 7.0 Professional to convert technical documents to PDF files, enhance and control PDF content accessibility, customize PDF documents for interactive use online, and prepare PDFs for commercial printing.

Target Student: The audience may or may not be creative and/or print professionals.

Prerequisites: Acrobat 7.0: Level 1 (Standard/Professional)

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create PDFs from technical documents.
- enhance the utility and accessibility of PDF documents.
- create interactive PDF forms.
- begin preparing a PDF document for commercial printing.
- create composite and color separation prints from a PDF document.

Course Content

Lesson 1: Creating PDFs from Technical Documents

Topic 1A: Create PDF Documents from within Microsoft Visio

Topic 1B: Create PDF Documents from within Autodesk AutoCAD

Topic 1C: Measure Technical Drawing Content

Lesson 2: Enhancing PDF Documents

Topic 2A: Embed Multimedia

Topic 2B: Create Actions

Topic 2C: Optimize PDF Files

Topic 2D: Batch Process PDF Documents

Topic 2E: Make a PDF Document More Accessible

Topic 2F: Repurpose a PDF Document for Other Displays

Lesson 3: Creating Interactive PDF Forms in Adobe Designer

Topic 3A: Create a PDF Form

Topic 3B: Add Text Form Fields

Topic 3C: Create Calculations

Topic 3D: Create Fields with Predefined Responses

Topic 3E: Create Buttons

Topic 3F: Organize Collected Data in a Spreadsheet

Lesson 4: Preparing PDF Files for Commercial Printing

Topic 4A: Examine the Commercial Printing Process

Topic 4B: Choose Appropriate Methods of Creating PDF Files for Prepress

Topic 4C: Apply Color Management Settings

Topic 4D: Create and Apply Appropriate Adobe PDF Settings for Prepress

Topic 4E: Preview Printed Effects on Screen

Lesson 5: Finalizing PDF Files for Commercial Printing

Topic 5A: Preflight Documents

Topic 5B: Create PDF/X-Compliant Files

Topic 5C: Create a Composite

Topic 5D: Create Color Separations

Appendix A: Adobe Certified Expert (ACE) Program®