

Course Name

Adobe Acrobat Level 2

Course Duration

One Day

Course Objectives

This course is for office professionals who want to employ the advanced productivity and creative features of Acrobat to convert documents to PDF files, enhance and customize PDF documents for interactive use online, and prepare them for printing.

Course Content

- Creating PDFs from Technical Documents
- Create PDF Documents Using Autodesk AutoCAD
- Measure Technical Drawings
- Enhancing PDF Documents
- Embed Multimedia
- Enhance PDF Document Accessibility
- Creating Interactive PDF Forms in Adobe LiveCycle Designer
- Create a PDF Form
- Add Form Fields
- Create Calculations
- Submit a Form
- Track Forms
- Compile Returned Forms
- Organize Compiled Data
- Preparing PDF Files for Commercial Printing
- Examine the Commercial Printing Process
- Create PDF Files for Prepress
- Apply Colour Management Settings
- Modify Adobe PDF Settings for Prepress
- Preview Printed Effects
- Finalising PDF Files for Commercial Printing
- Preflight Documents
- Create PDF/X, PDF/A, and PDF/E Compliant Files
- Create a Composite
- Create Colour Separations

Prerequisites

Adobe Acrobat Level 1, or equivalent level of knowledge.

Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **insighta.co.uk**