

# Adobe Acrobat® 7: Level 2

## Overview

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.

## 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