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## Acrobat® 6.0: Professional for Creative and Print Professionals

**Course Length:** 1 Day

### Course Description

As a creative professional, you've been responsible for creating documents using design software and have probably shared those documents with others, such as colleagues, clients, and reviewers. You've probably shared printed copies of your documents with others, may have sent documents to a commercial printer, and may have shared documents electronically by emailing them as well. Now you may need to share electronic versions of your documents with others who may not have the software you used to create them. In this course, you'll use Adobe Acrobat® 6.0 to convert documents to PDF, and will customize those PDF documents for interactive online use as well as for commercial printing.

**Course Objective:** You will efficiently create, enhance, and access graphically rich and multimedia information within PDF documents for both interactive online use and commercial printing.

**Target Student:** The target student for this course is a professional in the creative or printing field who needs to distribute documents intended for use via the Web or for commercial printing.

**Prerequisites:** Before taking this course, you should complete the following courses, or have equivalent knowledge: or equivalent.

- Windows XP: Introduction

**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:

- Access information in a PDF document by navigating it, clicking bookmarks and links, searching, and exporting text and graphics.
- Create and batch process PDF documents that are optimized for electronic use that include bookmarks, links, articles, and embedded multimedia.
- Create interactive PDF forms with text fields, fields with predefined options, buttons, tables, and calculations.
- prepare a PDF document for commercial printing by choosing an appropriate method of creating the PDF file, choosing appropriate Adobe PDF settings, reproducing color accurately, previewing printed effects, preflighting the document, and creating a PDF/X compliant file.
- Create composite and color separations prints from a PDF document.

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## Course Content

### Lesson 1: Accessing Information in PDF Documents

- Topic 1A: Browse through a PDF Document
- Topic 1B: Navigate to Specific Content within a PDF Document
- Topic 1C: Find and Edit Text
- Topic 1D: Export Content from a PDF Document

### Lesson 2: Creating PDF Documents for Electronic Use

- Topic 2A: Create PDF Files from Within Applications
- Topic 2B: Add Bookmarks
- Topic 2C: Add Links
- Topic 2D: Add Articles
- Topic 2E: Create a PDF File from HTML Documents
- Topic 2F: Embed Multimedia
- Topic 2G: Create Actions
- Topic 2H: Optimize PDF Files
- Topic 2I: Batch Process PDF Documents

### Lesson 3: Creating Interactive PDF Forms

- Topic 3A: Create Text Form Fields
- Topic 3B: Create Fields with Predefined Options
- Topic 3C: Create Buttons
- Topic 3D: Create Tables and Calculations

### Lesson 4: Preparing PDF Files for Commercial Printing

- Topic 4A: Choose Appropriate Methods of Creating PDF Files for Prepress
- Topic 4B: Display Color Accurately
- Topic 4C: Select Appropriate Adobe PDF Settings for Prepress
- Topic 4D: Preview Printed Effects on Screen
- Topic 4E: Preflight Documents
- Topic 4F: Create PDF/X Compliant Files

### Lesson 5: Printing

- Topic 5A: Print a Composite
- Topic 5B: Create Color Separations

### Appendix A: Designing PDF Files for Reusable Content

#### Supplemental Lesson Designing PDF Files for Reusable Content

- Topic 1A: Edit Structured PDF Documents