



## Adobe® Acrobat® 8.0: Level 2

Course number: 084180

Course length: 1.0 day

Certification: Adobe Certified Expert (ACE) Program®

### Course Description

As a business professional, you have some experience in using Adobe Acrobat. Now, you are ready to further develop your PDF documents. In this course, you will use Adobe® Acrobat® 8.0 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® 8.0 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:** Experience using Acrobat 7.0 or earlier, Standard or Professional edition.

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

### Hardware Requirements:

#### *Student Computer Requirements*

- An Intel® Pentium III processor or equivalent.
- 256 MB of RAM (512 MB or greater is recommended).
- A minimum of 860 MB of available hard-disk space; cache for optional installation files (recommended) requires an additional 460 MB of available hard-disk space, and an additional 30 MB for the course data files.
- A CD-ROM drive.
- A mouse or other pointing device.
- A 1024 x 768 resolution monitor.
- Installed printer drivers.
- AGFA AccuSet 1500 and Tektronix Phaser 480X printers.
- A projection system to display the instructor's computer screen.

#### *Microsoft Exchange 2007 Server Requirements*

- An Intel(r) Xenon processor at 3 Ghz or an AMD 64-bit processor that supports the AMD64 platform.
- 2 GB RAM and an additional 5 MB of RAM for every mailbox configured.

### Platform Requirements:

- Student Computer Platform Requirements — Microsoft® Windows® 2000 with Service Pack 4 or Windows XP Professional, Home Edition, or Tablet PC Edition with Service Pack 2.
- Microsoft Exchange 2007 Server Platform Requirements — Microsoft Windows 2003 Server SP1, Standard x64 Edition.

## **Software Requirements:**

- Adobe® Acrobat® 8 Professional for Windows.
- Microsoft® Internet Explorer 6.0 or later.
- Windows 2003 Exchange server with IIS and SMTP
- Microsoft® Office Professional Edition 2003.
- Microsoft® Office Visio 2003 is preferable, but not mandatory, to complete one activity.
- Adobe® Photoshop CS2.
- Windows Media Player.
- QuickTime Player.
- Microsoft Windows Server 2003 SP1, Standard x64 Edition.
- Microsoft .NET Framework Version 2.0.
- Windows PowerShell (for Exchange Management Shell).
- Microsoft Management Console (MMC) 3.0.
- On all Mailbox servers with a 64-bit processor, you must install the hotfixes such as Update for Windows Server 2003 x64 Edition (KB904639) and Update for Windows Server 2003 x64 Edition (KB918980). In addition, Exchange 2007 requires that you do not have the Network News Transfer Protocol (NNTP) service or the Simple Mail Transfer Protocol (SMTP) service installed.
- Microsoft Exchange Server 2007.
- Either Windows XP Professional with Service Pack 2 or later or Windows 2000 Professional with Service Pack 4 or later.

### *Software Requirements for the Mailbox Server Role*

For computers that have the Mailbox server role installed, you must also install some Internet Information Services (IIS) 6.0 components. Although the server roles that require these components have been separated from the Mailbox server role, the prerequisites have not yet been removed from the Mailbox server role. To install the Mailbox server role, the following IIS 6.0 components must be installed:

- Enable network COM+ access
- Internet Information Services
- World Wide Web Service

### *Software Requirements for the Client Access Server Role*

For computers that have the Client Access server role installed, you must also install the following components:

- World Wide Web Service
- Remote Procedure Call (RPC) over Hypertext Transfer Protocol (HTTP) Proxy Windows networking component
- ASP.NET version 2.0

## **Performance-Based Objectives:**

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

- create PDF files from technical documents.
- enhance the utility and accessibility of PDF documents.
- create interactive PDF forms.
- begin preparing a PDF document for commercial printing.
- finalize PDF files for commercial printing.

## **Course Content**

**Lesson 1: Creating PDFs from Technical Documents**

- Topic 1A: Create PDF Documents Using Microsoft Visio
- Topic 1B: Create PDF Documents Using Autodesk AutoCAD
- Topic 1C: Measure Technical Drawing Content

**Lesson 2: Enhancing PDF Documents**

- Topic 2A: Embed Multimedia
- Topic 2B: Create Actions
- Topic 2C: Index Documents
- Topic 2D: Optimize PDF Files
- Topic 2E: Batch Process PDF Documents
- Topic 2F: Make a PDF Document More Accessible
- Topic 2G: Repurpose a PDF Document for Other Displays

**Lesson 3: Creating Interactive PDF Forms in Adobe LiveCycle 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: Track Forms
- Topic 3G: Compile Returned Forms into a PDF Package
- Topic 3H: 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 and PDF/A Compliant Files
- Topic 5C: Create a Composite
- Topic 5D: Create Color Separations

**Appendix A: Adobe Certified Expert (ACE) Program®**