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## Adobe Acrobat X level 1 course outline (1-day)

### 1. Getting Started

- Topic A: The Acrobat environment
- Topic B: Advanced navigation
- Topic C: Finding text
- Topic D: Getting help
- Topic E: Setting preferences

### 2. Creating PDF Documents

- Topic A: Printing to PDF from any application
- Topic B: Acrobat PDF Maker
- Topic C: The Create PDF commands

### 3. Modifying PDF Documents

- Topic A: Moving document pages
- Topic B: Modifying content
- Topic C: Moving PDF content to other programs
- Topic D: Adding multimedia
- Topic E: Optimizing PDF file size

### 4. Document Navigation Tools

- Topic A: Working with bookmarks
- Topic B: Working with links

## **5. PDF Accessibility**

- Topic A: Accessible documents
- Topic B: Accessibility in the Acrobat environment

## **6. Document Security**

- Topic A: Password protection
- Topic B: Digital signatures
- Topic C: Encryption certification and security envelopes
- Topic D: Adobe Live Cycle Rights Management ES encryption
- Topic E: Password and certificate security policies

## **7. Document Review Techniques**

- Topic A: Document reviews
- Topic B: Reviewer tools
- Topic C: Managing comments and markups

# **Adobe Acrobat X level 2 course outline (1-day)**

## **1. High-Quality PDF's**

- Topic A: PDF generation methods
- Topic B: PDF file attributes
- Topic C: PDF settings
- Topic D: Geospatial data

## **2. Colour Management**

- Topic A: Colour management basics
- Topic B: Colour management workflow
- Topic C: Soft-proofing colours
- Topic D: Converting colours

## **3. Colour Separations**

- Topic A: Colour separation setup
- Topic B: Separations preview
- Topic C: Ink Manager
- Topic D: Trapping
- Topic E: Transparency flattening

- Topic F: Printing colour separations

#### **4. Preflight and Validation**

- Topic A: Print problems
- Topic B: Preflight profiles
- Topic C: Preflight reports
- Topic D: Preflight droplets
- Topic E: Validation and conversion

#### **5. Interactive PDF Forms**

- Topic A: Forms and Live Cycle Designer ES2
- Topic B: Creating a form
- Topic C: Working with form fields
- Topic D: Modifying a form
- Topic E: Testing a form

#### **6. PDF Distribution and Management**

- Topic A: PDF distribution
- Topic B: Form management

END