



## ***Acrobat 5.0: Advanced***

Course length: 1 Day

### **Course Description**

Acrobat 5.0: Advanced is a hands-on instruction book that will build on many of the concepts and techniques you learned in the Acrobat 5.0: Introduction course. In this course, students will learn to use the power of Adobe Acrobat to work more efficiently and add functionality to their work with many types of documents intended for both electronic distribution and high-quality printing.

**Prerequisites:** To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge:

- *Acrobat 5.0: Introduction*

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

### **Performance-Based Objectives**

- Use comment and review techniques to add comments within a PDF file, and then efficiently review comments from multiple sources.
- Create forms that include various types of fields, including text fields, drop-down lists, check boxes, and radio buttons.
- Create forms that help the user by providing interaction through buttons, rollovers, automatic calculations, and JavaScript.
- Prepare documents for use in a document collection by creating an introductory document and indexing the documents to allow for efficient searching.
- Create high quality PDF documents for commercial printing.

## **Course Content**

### **Lesson 1: Reviewing Documents Using Acrobat**

Topic 1A: Adding Markups and Comments

Topic 1B: Reviewing Comments

### **Lesson 2: Creating PDF Forms**

Topic 2A: Using and Planning Forms

Topic 2B: Creating Basic Form Fields

Topic 2C: Creating Check Boxes, Radio Buttons, and Combo Boxes

Topic 2D: Finalizing a Form

### **Lesson 3: Making Forms Interactive**

Topic 3A: Creating Buttons

Topic 3B: Creating Actions

Topic 3C: Creating Tables and Calculations

Topic 3D: Customizing Forms with JavaScript

### **Lesson 4: Creating a Document Collection**

Topic 4A: Preparing a Document Collection

Topic 4B: Indexing a Collection

### **Lesson 5: Preparing PDFs for Prepress**

Topic 5A: Commercial Printing Overview

Topic 5B: PDF Issues Specific to Prepress

Topic 5C: Appropriate Methods of Creating PDF Files for Prepress

Topic 5D: Distiller Job Options Settings for Prepress