

## ADOBE ACROBAT X (ACE) COURSE



The **Adobe Acrobat X (ACE) Course** is designed to help students prepare for the Adobe Certified Expert Acrobat X examination. All course materials are officially endorsed by Adobe.

The course consists of Officially endorsed ACE Courses books, accompanying CD Rom's containing exercise files and online CertBlaster Exam Preparation Software.

**Please Note:** This course is not compatible with Apple Mac Computers.

### Adobe Acrobat X Basics Course Book:

The Basic Course Book will teach students fundamental concepts and terminology, and the basic features of Adobe Acrobat X Pro. Students will learn PDF basics and explore the Acrobat interface. They'll learn how to navigate and organize PDF documents and will learn how to create a PDF document from within Acrobat. Students will also create PDF documents from within other applications and create documents from Web pages and will learn to modify PDF content by rearranging, editing, and formatting existing text and by adding headers, footers, watermarks, and backgrounds.

The course book will show how to insert multimedia content, including audio, video, and flash files and how to add bookmarks and links, and improve accessibility in a document. Students will also learn to manage security issues by using password encryption and digital signatures and will explore document review techniques, including the use of comments, markups, and automated reviews, such as Page View Sharing and Collaborate Live.

#### ➤ **Unit 1: Getting Started**

The following topics are covered: The Acrobat environment; Advanced navigation; Finding text; Organising PDF documents; Getting help; and Setting preferences.

#### ➤ **Unit 2: Creating PDF documents**

The following topics are covered: Printing to PDF from any application; Acrobat PDFMaker; and The Create PDF commands.

#### ➤ **Unit 3: Modifying PDF documents**

The following topics are covered: Moving document pages; Modifying content; Moving PDF content to other programs; Adding multimedia; and Optimising PDF file size.

#### ➤ **Unit 4: Document navigation tools**

The following topics are covered: Working with bookmarks; and Working with links.

#### ➤ **Unit 5: PDF accessibility**

The following topics are covered: Accessible documents; and Accessibility in the Acrobat environment.

#### ➤ **Unit 6: Document security**

The following topics are covered: Password protection; Digital signatures; Encryption certification and security envelopes; Adobe LiveCycle Rights Management ES encryption; and Password and certificate security policies.

**Price:**  
£125.00

#### **Instalment Options:**

You can spread the payments for this course over 4 monthly payments. 1 initial payment of £50.00, followed by 3 monthly payments of £25.00.

#### **Course Format:**

Course Books, CD Rom & Online Exam Preparation Software

#### **Assessment:**

Adobe ACE Examination

#### **Approximate Study Time:**

60 Hours of Self Study

## ➤ **Unit 7: Document review techniques**

The following topics are covered: Document reviews; Reviewer tools; and Managing comments and markups.

### **Adobe Acrobat X Advanced Course Book:**

Students will learn how to produce high-quality PDF documents for press. You will learn how to discover geospatial data in a PDF map and prepress techniques including color management, proofing and converting colors, color separations, managing inks, trapping, and transparency flattening. Students will use the Preflight feature to test and convert a document to comply with print provider requirements or ISO 9000 standards such as PDF/X, PDF/A, or PDF/E and will also learn to create interactive forms using both the Form Editor as well as LiveCycle Designer ES as well as learning how to distribute PDF documents and forms, and to compile form data returned from users.

## ➤ **Unit 1: High-quality PDFs**

The following topics are covered: PDF generation methods; PDF file attributes; PDF settings; and Geospatial data.

## ➤ **Unit 2: Color Management**

The following topics are covered: Color management basics; Color management workflow; Soft-proofing colors; and Converting colors.

## ➤ **Unit 3: Color Separations**

The following topics are covered: Color separation setup; Separations preview; Ink Manager; Trapping; Transparency flattening; and Printing color separations.

## ➤ **Unit 4: Preflight and Validation**

The following topics are covered: Print problems; Preflight profiles; Preflight reports; Preflight droplets; and Validation and conversion.

## ➤ **Unit 5: Interactive PDF Forms**

The following topics are covered: Forms and LiveCycle Designer ES; Creating a form; Working with form fields; Modifying a form; and Testing a form.

## ➤ **Unit 6: PDF distribution and management**

The following topics are covered: PDF distribution; and Form management.

### **Pre-Requirements:**

There are no particular entry requirements as the course is set out for beginners although students will require their own version of Adobe Acrobat X to complete the course.

### **Course Duration & Support:**

Students may register at any time. The courses are designed as self-study courses but if you have any problems you can email our support service. As the course is self study you can complete in as little or as long a time as you prefer, and we do not impose a cut-off date for study.

### **Assessment:**

Assessment is in the form an Adobe Certified Expert Examination. Examinations are in a multiple choice/multiple answer format and are 90 minutes in length each.

### **Qualification:**

On Completion of Course, you can apply for your **internationally recognised Adobe Acrobat X 9A0-160 Examination**.

Examinations must be sat at a registered Pearson VUE testing centre and are currently £104.00 + VAT each. You can locate testing centres and schedule appointments on their Website: <http://pearsonvue.com/>.

