

This is a topic list for comprehensive Acrobat 7 and Pitstop Prepress training. Each training situation is unique. The topics below can be custom configured to meet your training objectives.

## Uses for Acrobat – not just a prepress tool

### Quick overview of Acrobat products

#### Acrobat Workflow

- PDF myths
- Prepress benefits of “good” PDF files
- Basic PDF workflow

#### Acrobat Interface tips and shortcuts

- Context Menus
- Customizing the Toolbars
- Using Navigation Tabs
- Quick document navigation and inspection techniques

#### Creating PDF files

- Many authoring applications, and many ways to create PDF files.
- Understanding document “structure” and why this is important
- A dozen ways to create PDF files
- The best ways to create press-ready PDF files from popular applications
- Creating PDF files without Acrobat

#### Versions of PDF files

- How to identify the version
- Why do you care?
- Version differences
- Compatibility issues

#### Acrobat Distiller settings

- Understanding how these should be configured to create the best PDF file possible
- How to share these settings easily across the Creative Suite applications

#### Understanding PDF/X 1-a

- What is it?
- Why do we care?
- Other PDF standards

## Prepress features built into Acrobat 7

- Trap Presets
- Output Preview
- Preflight
- Convert Colors
- Ink Manager
- Add Printer Marks
- Crop Pages
- Fix Hairlines
- Transparency Flattening
- PDF Optimizer
- JDF Job Definitions

## Tips for printing from Acrobat 7

### Potential PDF prepress problems

#### Editing PDF files

- Editing PDF files with the Touchup Text tool
- Adding text to a PDF file
- Inserting special characters
- Editing graphics in a PDF file
- CHEAP TRICK: Using form fields as “white out”
- Inserting, sorting, deleting, extracting pages

#### PDF file security

### Copying/Exporting PDF text and graphics to other applications

### Batch Processing to automate repetitive tasks

#### Working with Pitstop

- PitStop overview
- Understanding Page Boxes (Media, Crop, Bleed, Trim, and Art boxes)
- Using Pitstop Preflight
- Using Pitstop Global Change
- Creating, editing and using Pitstop Action Lists
- Editing page objects with Pitstop tools
- Common Pitstop tasks