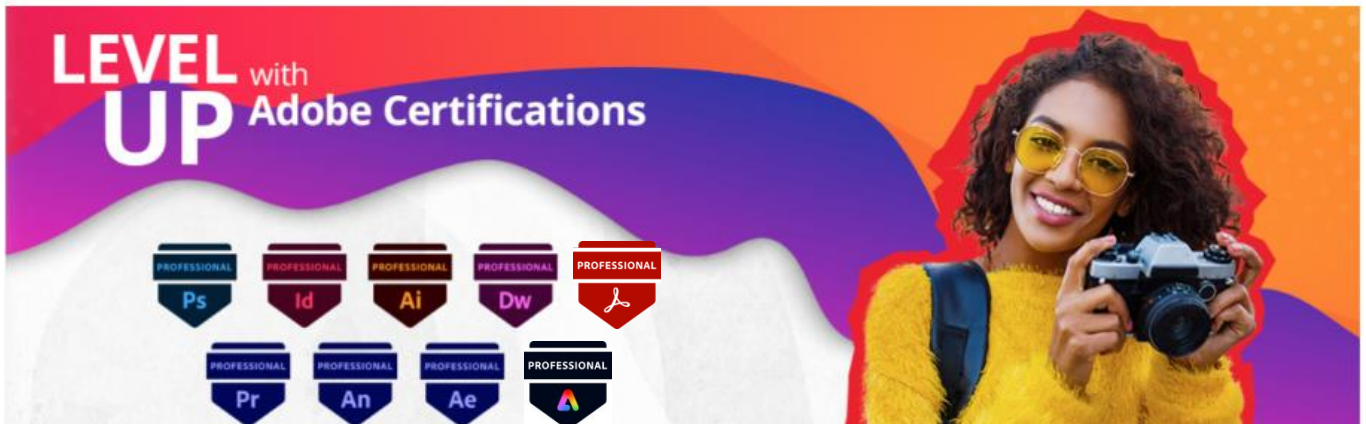


Adobe Certified Professional



- 考試科目：Adobe Acrobat Pro

- 考試大綱

- 一、文件管理工作須知

該目標涵蓋與同事和客戶合作相關的關鍵概念，以及法律、技術和設計相關的關鍵知識

1. Identify the purpose, audience, and audience needs when preparing documents.
2. Communicate with colleagues and clients about document development.
3. Determine the appropriate type of copyright, permissions, and licensing required to use specific content.
4. Demonstrate an understanding of best practices for the design and layout of a professional document.

- 二、Acrobat工作區

該目標涵蓋助於高效工作流程的介面設定，與專案素材導入的知識

1. Navigate and organize the application workspace.
2. Use non-printing design tools in the interface to aid in design or workflow.

- 三、建立和組織PDF

該目標涵蓋建立PDF和PDF組合以及組織頁面的方法

1. Create a document from the appropriate source.
2. Set appropriate document settings for printed and onscreen viewing.
3. Organize pages.
4. Create and edit portfolios.

四、編輯PDF

該目標涵蓋了允許你在每個頁面上新增內容和設定內容格式的工具

1. Add and format text.
2. Add assets to a PDF.
3. Select and modify objects.
4. Add and remove links and bookmarks.
5. Prepare forms.

五、分享與檢閱PDF

該目標涵蓋了Acrobat的協作功能

1. Share and review documents.
2. Use Acrobat proofreading and error correction tools.

六、保護、標準化和導出

該目標包括確保文件符合可訪問性標準，以多種格式編輯私人資料、匯出和列印文件

1. Make the document accessible.
2. Redact documents.
3. Protect documents.
4. Export and print PDFs.

(本科目無繁體中文語言，實際內容以[原廠原文考試大綱](#)為主)