

Trainer Profile



Chai Koh Kiew graduated with a Bachelor Degree in Media Technology from Andrew University, USA in 1989. He then worked for Graphics Etc., one of the biggest Prepress Company in Washington DC, as an imagesetter operator and pre-press advisor for a year.

In 1990, he came back to Malaysia and worked for Epal Computer in Johor. His duties were to assist salesperson to promote Apple computers and conduct onsite trainings on Adobe desktop publishing softwares. Majority of the customers are in offset printing.

In 1992, he quited the consultancy jobs and left to Singapore to become a computer lecturer at Nanyang Academy of Fine Art (NAFA). He trained and instructed students in computer operations for 4 years. Softwares taughts are Adobe Illustrator, Photoshop, Director and Freehand.

In 1996 he set up his own computer business - Princeton Computer. The company is mainly dealing with selling Apple Macintosh and Microsoft Windows PC compatible computers and accessories, providing repair services and conducting inhouse and public training.

He is now also a qualified HRDF trainer since 2012. He is skillful to teach individuals how to use computer applications such as spreadsheets, database, accounting, desktop publishing programs, or computer network systems software.

HRDF SBL Claimable Computer Courses:

Essential

• Adobe InDesign CC Essential Training	14 Hr	10001208330
• Adobe Illustrator CC Essential Training	14 Hr	10001210749
• Adobe Acrobat Essential Training	7 Hr	10001404645
• Microsoft Excel Essential Training	7 Hr	10001297166
• Autodesk Autocad Essential Training	7 Hr	10001297247
• Adobe Photoshop CC Essential Training	7 Hr	
• Microsoft Power Point Essential Training	7 Hr	
• Montax Essential Training	7 Hr	
• Esko Deshpak Essential Training	14 Hr	
• ArtiosCad Essential Training	14 Hr	
• Autocount Essential Training	7 Hr	

Intermediate

• Adobe Illustrator CC Intermediate Training	7 Hr	10001558858
• Microsoft Excel Intermediate Training	14 Hr	10001558144
• Adobe Photoshop CC Intermediate Training	7 Hr	
• Adobe InDesign Intermediate Training	7 Hr	



Certificate

All participants will receive a Certificate of Completion from Tertiary Courses after achieved 100% attendance.



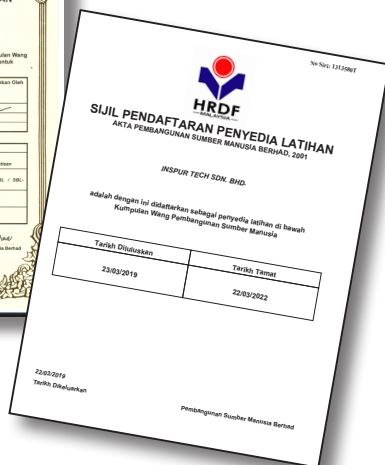
Adobe Acrobat Essential Training

(PDF Print Production)

INSPUR TECH SDN BHD

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Adobe Acrobat Essential Training

The PDF file format is the most common, accessible and versatile form of electronic document used by all professionals across different industries. In this course, our experienced instructor will guide you through a holistic range of solutions in PDF editing, adding interactivity, navigations, multimedia, doing file conversion and compression etc. This course is suitable for anyone who wishes to gain professional skills in handling PDF to optimize their daily workflow.

This course is designed for Clerks, Officers, Executives, Supervisors, Administrators, Managers of all levels; and personnel who already know and understand and want to further enhance their knowledge and practical uses of Adobe Acrobat.

9:00am - 12:30pm (Lesson 1)

Overview of PDF and Creation

- Creating PDFs from images, web pages & other applications
- Merging multiple files into a PDF using the improved Combine Files dialog box
- Understanding the various PDF conversion settings
- Creating a PDF from Microsoft Office applications
- Making scanned PDFs searchable with OCR
- Reviewing & correcting OCR suspects

Add & Manipulate Content

- Adding and editing text with the content editing tools
- Editing PDF text & images
- Changing fonts and typeface size, adjusting alignment, adding superscripts and subscripts
- Reflowing text on a page
- Adding images on top of a PDF page
- Flipping, rotating, cropping, and resizing images
- Adding Watermarks
- Adding Headers & Footers
- Adding page numbers & backgrounds
- Inserting, deleting, cropping, rotating & extracting pages

PDF Export & Optimization

- Reverse conversion of PDF files to other file formats (i.e. Word, Excel, PowerPoint, etc)
- Compressing the file size of a PDF
- Optimizing PDF file size for the Web

Rich Media & Navigation

- Adding bookmarks & nested bookmarks
- Adding hyperlinks
- Adding navigation with links

Add PDF Comment

- Learning to use different commenting tools
- Using the text correction markup tools
- Working with the stamp tool
- Printing, summarizing & exporting comments Redaction

PDF Security

- Understanding PDF Security

PDF share & form

- Share, Stamps, Compare, Measure
- Prepare Form

1:30am - 5:30pm (Lesson 2)

Overview of Print Production

Output Preview

- Simulate Overprinting (Overprint vs knockout)
- Simulate Paper Color
- Set Page Background Color
- Simulate Black Ink
- Total Ink Coverage

Edit Object

- Edit Character & Paragraph
- Transform Object - Scale, Rotate, Skew, Edit Using

Convert Colors

- Color Space (CMYK, RGB, Device Independent, Device Dependant, Process Colors, Spot Colors, Registration Colors, Grayscale)

Flattener Preview

- Rasterize image • Convert Text to outline

Save as PDF/X

Set Page Boxes

- MediaBox • CropBox • BleedBox • TrimBox • ArtBox

Add Printer Marks

- Trim Marks • Bleed Marks • Registration Marks • Color Bars • Page Information

Fix Hairlines

Ink Manager

Trap Presets

Preflight

- Libraries
- Profiles
- Fixup

Fixup: Convert Colors (CMYK 4C)

Fixup: Set overprint and Knockout

Fixup: Enlarge Pages

Fixup: Create bleed 6mm

Fixup: Generate bleed from page content

Fixup: Add Marks

Fixup: Remove objects outside page area

Fixup: Scale page content only

- Check

- Droplet.EXE

Training Lessons

