

I. Overview of the Work area

- Customizing the Toolbars
- PitStop Menus
- Setting Preferences

- Selecting single and similar objects per page

- Viewing and changing an object's:

- Color
- Overprint settings
- Color mode and ICC settings
- OPI information
- Transparency
- Resolution

- Hiding and showing objects

- Changing the stacking order of objects

- Transforming Objects:

- Rotating
- Scaling
- Moving
- Shearing,

- Working with Paths

- Creating new shapes
- Creating masks

- Text Editing

- Editing single lines
- Editing paragraphs
- Editing vertical text
- Adding new text
- Changing font properties and embedding

- Viewing a PDF in Preview & Wireframe modes

- Uses of wireframe

- Other Functions

- Copying and pasting object attributes
- Undoing or redoing actions
- Object properties with the eyedropper
- Inserting and Removing guides
- Measuring the distance between two points
- Creating, showing or hiding annotations

II. PitStop's Global Change Palette

- Global color changes
- Global font changes
- Changing prepress settings
- Changing the minimum line weight
- Resampling pixel images
- Changing the size, position or orientation of pages

- Changing PDF page box settings:
Media, Trim, Bleed, Art and Crop boxes

- Removing objects inside or outside selected area
- Adding, changing or removing page and section numbering.

- Saving Global change settings as an Action List

III. PitStop's Preflighting features

- Defining preflight

- Creating a PDF Profile with the PDF Profile Editor
- Managing PDF Profiles

- Generating preflight reports
- Regular & Certified preflight
- Understanding preflight reports
- Using the PitStop Navigator Panel

IV. PitStop Action Lists

- Using pre-installed Enfocus Action lists
- Creating a new Action list
- Using previous manual or preflight changes
- Running an Action list and viewing the report

V. PDF Certified Workflow

- Understanding the Certified PDF workflow
- Certified PDF Preferences
- Starting a Certified Workflow
- Set up using a Preflight profile
- Reports and profile changes
- PDF Status & saved logs
- The History Function
 - Reverting to an earlier version
 - Comparing PDFs
- Certified PDF workflow vs. Certified Document