

Adobe Acrobat 9.0 Pro: Level 1

Software: Adobe Acrobat 9.0 Professional



Course length: 1.0 day(s)

Course Description

This course provides office professionals to reliably create, combine, and control Adobe PDF documents for easy, and more secure distribution.

Course Objectives: Upon completion of this course, you will be able to:

- Understand the Acrobat interface;
- Create a PDF file from Office, email, a web site or any file that prints;
- Navigate a PDF document;
- Modify a PDF file and combine multiple files;
- Review a PDF file;
- Enhance the integrity and authenticity of a PDF file.

Target Audience: Office professionals who need to create and share PDF files and PDF Portfolios.

Prerequisites: Basic experience of common Microsoft Office applications, such as word processing, spreadsheet, and web browser applications.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Course Content

1: Accessing a PDF Document

- Open a PDF Document
- Explore the Adobe Acrobat 9 Pro Interface
- Browse through a PDF Document

2: Creating PDF Documents

- Create a PDF Document Using Microsoft Applications
- Create a PDF Document Using the Print Command
- Create a PDF Document from Web Pages
- Create a PDF Document Using Email Applications
- Create a PDF Document Using Acrobat

3: Navigating to Specific Content in a PDF Document

- Conduct a Simple Search
- Use Bookmarks
- Work with Links
- Define Articles

4: Modifying PDF Documents

- Manipulate PDF Document Pages
- Edit Content in a PDF Document
- Add Page Elements
- Extract Content from a PDF Document

5: Working with Multiple PDF Documents

- Organize PDF Documents into a Collection
- Redact PDF Documents
- Search Multiple PDF Documents

6: Reviewing a PDF Document

- Initiate a Review
- Review a PDF Document
- Compare PDF Documents

7: Validating a PDF Document

- Sign a PDF Document Digitally
- Verify a Digital ID