

Acrobat 9.0 Pro: Introduction

Course length: 1.0 day(s)



Course Description

You may have used different programs to create documents and files for your own reference. However, you may now be required to share your files electronically by email frequently, by email, over a network and on the web, so that recipients can view, print, and offer feedback. In this course, you will use Adobe Acrobat 9.0® to make your information more portable, accessible, and useful to meet the needs of your target audience.

Course Objective: You will use Adobe Acrobat 9.0 Pro to create and manage PDF documents.

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

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- access information in a PDF document.
- create PDF documents.
- modify PDF documents.
- Navigate to specific content in a PDF document.
- work with multiple PDF documents.
- review PDF documents.

Course Content

Lesson 1: Accessing a PDF Document

- Topic 1A: Open a PDF document.
- Topic 1B: Explore the Adobe Acrobat 9 Pro Interface
- Topic 1C: Browse Through a PDF Document

Lesson 2: Creating PDF Documents

- Topic 2A: Create a PDF Document Using Microsoft Applications
- Topic 2B: Create PDF Documents Using the Print Command
- Topic 2C: Create PDF Documents from Web Pages
- Topic 2D: Create a PDF Document Using Acrobat

Lesson 3: Navigating to Specific Content in a PDF Document

- Topic 3A: Conduct a Simple Search
- Topic 3B: Use Bookmarks
- Topic 3C: Work with Links
- Topic 3D: Define Articles

Lesson 4: Modifying PDF Documents

- Topic 4A: Manipulate PDF Document Pages
- Topic 4B: Edit Content in a PDF

- Topic 4C: Add Page Elements
- Topic 4D: Extract Content from a PDF Document

Lesson 4: Adding PDF Navigation

- Topic 4A: Use Bookmarks
- Topic 4B: Create and Modify Links
- Topic 4C: Format a Story as an Article

Lesson 5: Working with Multiple PDF Documents

- Topic 5A: Organize PDFs into a Collection
- Topic 5B: Redact PDF Documents
- Topic 5C: Search Multiple PDF Documents

Lesson 6: Reviewing a PDF Document

- Topic 6A: Initiate a Review
- Topic 6B: Review a PDF Document
- Topic 6C: Compare PDF Documents

Lesson 7 Validating a PDF Document

- Topic 6A: Sign a PDF Document Digitally
- Topic 6B: Verify a Digital ID