

Adobe Acrobat 9 Pro Introduction

Course length

1 day

Why come on this course?

You may have used different applications to create documents for your own reference. However, you may now be required to share your files electronically by email, over a network, or 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.

Who is it for?

This course is designed for office professionals who need to create and share PDF files and PDF Portfolios. You should be familiar with the basic functions of a Windows operating system, with common business applications, such as word processing and spreadsheets, and with a web browser.

What will I learn?

By the end of this course you will be able to:

- Access information in a PDF document
- Create PDF documents
- Navigate to specific content in a PDF document
- Modify PDF documents
- Work with multiple PDF documents
- Review a PDF document
- Validate a PDF document

Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section.

Course materials

Course manuals are provided to support the topics covered. Certificates of attendance will be presented to each delegate after the training has been completed.

Course contents

Accessing a PDF Document

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

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

Navigating to Specific Content in a PDF Document

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

Modifying PDF Documents

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

Working with Multiple PDF Documents

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




Reviewing a PDF Document

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

Validating a PDF Document

- Sign a PDF Document Digitally
- Verify a Digital ID

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