Adobe Acrobat Professional 9 Level 1

- **Course Length:** 1 Day

Course Overview

This instructor-led course teaches students to use Adobe Acrobat 9 Professional to make documents and information more portable, accessible, and useful to meet the needs of the intended target audience. This course covers a wide range of topics including PDF creation, navigation, modification, review, and validation.

Prerequisites

This is an entry-level course.

Audience

This course is designed for office professionals who need to create and share PDF files and PDF Portfolios.

Course Outline

Course Introduction   1m

Lesson 01 - Accessing a PDF Document   22m
Accessing a PDF Document
What is an Acrobat?
What is Adobe Acrobat?
What is a "PDF"?
Why Use Acrobat?
Acrobat 9 Versions
Portable Document Format
The Adobe Acrobat Window
Demo: Explore the Acrobat Interface
Lesson 01 - Review

Lesson 02 - Creating PDF Documents   42m

Creating PDF Documents
Acrobat Components in Microsoft Office Applications
PDF Conversion Settings
Customizing Adobe PDF Conversion Settings
Demo: Converting Microsoft Office Files
Turning Paper Into PDF
Print Command
Demo: Using the Print Command
PDFs from Web Pages
Demo: Converting Web Pages
Archiving E-Mail to a PDF
Demo: Archiving E-Mail
Creating PDFs in Acrobat
The Combine Files Wizard
PDF Portfolios
Portfolio Toolbar
Component Documents and Folders Area
Portfolio Template
Demo: Creating PDF Documents From Acrobat
Lesson 02 - Review

Lesson 03 - Navigating to Specific Content in a PDF Document   45m

Navigating to Specific Content in a PDF Document
Searching a PDF Document
Demo: Using the Find Feature
Bookmarks
Bookmarks Panel
Nesting Bookmarks
Demo: Working with Bookmarks
Links
The Link Tool
Link Actions
Copying Links
Demo: Creating Links
Articles
Creating Articles
Demo: Creating Articles
Lesson 03 - Review

Lesson 04 - Modifying PDF Documents   40m

Modifying PDF Documents
The Document Menu
The Split Document Command
The Pages Panel
Number Pages
Demo: Changing the Structure of a PDF

Edit PDF Content
The Advanced Editing Toolbar
Text Editing Limitations
Crop Pages
Touch-Up Objects
Demo: Editing Content
Page Elements
Demo: Adding Page Elements
Extract Content
Extraction Options
Demo: Extracting Content
Lesson 04 - Review

Lesson 05 - Working with Multiple PDF Documents   35m

Working with Multiple PDF Documents
Acrobat Collections
Collections
The Organizer Window
Demo: Creating Collections
The Examine Documents Feature
What is Redaction?
Redaction
Redaction Tools
Security
Encryption
Demo: Redacting and Securing a File
Metadata
Advanced Search
Bates Numbering
Requirements for Bates Numbering
Demo: Searching and Bates Numbering
Lesson 05 - Review

Lesson 06 - Reviewing a PDF Document   27m

Reviewing a PDF Document
Collaboration Workflows
The Review Tracker
Acrobat.com
Demo: Sending a PDF for Review
Review a Document
Stamps
Comments
Sharing Your Opinion
Demo: Commenting and Markup
Compare Documents
Archive Documents
Demo: Viewing Comments
Lesson 06 - Review

Lesson 07 - Validating a PDF Document   14m
Validating a PDF Document
Digital Signatures
Digital ID
The Signatures Panel
Signature Status Icon
Security Envelopes
Demo: Adding Digital Signatures
Lesson 07 - Review
Course Closure

Total Duration: 3h 45m