



Course Syllabus

Adobe Acrobat 9 Level 1

One Day • Instructor-led

You have used a variety of different programs to create documents and files for your own use. However, you are required to share your files electronically by email frequently, 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.

Audience

This course is designed for anyone who will use a computer and Acrobat 9 Standard or Professional to work with PDF files.

Prerequisites

Before attending this course, students must have:

- Taken the Windows XP Level 1 course or have the basic skills and knowledge of Windows applications
- Basic knowledge of the Internet and how a browser works
- Basic knowledge of at least one Microsoft Office Suite product, preferably Word

Objectives:

- 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 documents
- Validate a PDF document

Course Outline

Lesson 1: Accessing a PDF Documents

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

Lesson 2: Creating PDF Documents

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

Lesson 3: Navigating to Specific Content in a PDF Document

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

Lesson 4: Modifying PDF Documents

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

Lesson 5: Working with Multiple PDF Documents

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

Lesson 6: Reviewing a PDF Document

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

Lesson 7: Validating a PDF Document

- Sign a PDF Document Digitally
- Verify a Digital ID