

Acrobat 9.0 - Level 1

Days of Training: 1

Overview

In this course, students will use Adobe Acrobat 9 to make their information more portable, accessible, and useful to meet the needs of their target audience.

Prerequisites

- Windows - Level 1

At Course Completion

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

- Access information in a PDF document.
- Create PDF documents.
- Modify PDF documents.
- Add PDF navigation aids.
- Work with multiple PDF documents.
- Review PDF documents.

ACROBAT9L1

Lesson 1: Accessing a PDF Document

- 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 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

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

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