

Acrobat 9.0 Pro - Level 1

Course Description: 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 Professional to create and manage PDF documents.

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

Course Length: 1.0 Day(s)

Performance-Based Objectives:

Upon successful completion of this course, students 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 Content

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