



Adobe Acrobat 9 Professional

About the Course

Designed for

This is a user-centric course intended for students who need to publish richly formatted documents via the Web, e-mail, or CD-ROM. This course details the purpose, functionality, and utility of Adobe's PDF (Acrobat) file format, version 9.0.

Teaching Approach

The teaching approach contains a mix of lectures, practical and one-to-one work and varies according to the people attending. For the most part, candidates are able to work at a pace which best suits them, and emphasis is placed upon quality of learning, rather than quantity.

Requirements

No previous experience of Adobe Acrobat 9.0 is necessary, but candidates should have a good understanding of the Internet, a basic understanding of HTML and be familiar with the Windows operating systems. Prior completion of cadcoevolution's Introduction to Microsoft Windows is not essential but would be of benefit.

Course Material

This course focuses on the fast and efficient conversion of data in any file format to the Web publishable PDF format. Students engage in hands-on exercises to create and edit dozens of PDF files. Professionally presented course notes are provided and these may be retained for reference afterwards.

Duration & Cost

This training program is one day in duration.

Course Outline

Getting started

- The Acrobat environment
- Advanced navigation
- Finding text
- Organizing PDF documents
- Getting help
- Setting preferences

Creating PDF documents

- Printing to PDF from any application
- Acrobat PDFMaker
- The Create PDF commands

Modifying PDF documents

- Moving document pages
- Modifying content
- Moving PDF content to other programs
- Adding multimedia
- Optimizing PDF file size

Document navigation tools

- Working with bookmarks
- Working with links

PDF accessibility

- Accessible documents
- Accessibility in the Acrobat environment

Document security

- Password protection
- Digital signatures
- Encryption certification and security envelopes
- Adobe LiveCycle Rights Management ES encryption
- Password and certificate security policies

Document review techniques

- Document reviews
- Reviewer tools
- Managing comments and markups