



Adobe® Acrobat 9 Pro

Duration: 2 Days

Overview:

This course will provide students with the knowledge and skills to access information available in PDF documents. They will also use other applications to create PDF documents and identify techniques to modify PDF documents. They will also work with multiple PDF documents, initiate a review process, and participate in PDF reviews.

Pre Requisites:

A basic understanding of the computer operating system you are using.

DAY

Accessing Information in PDF Documents

Differences between Acrobat Standard , Professional and Extended

Introduction to Adobe PDF & PDF Standards (PDF/A & PDF/X)

Using Organizer

Setting preferences

Getting to Know the work Area

Using the How To window & Help Files

Using and customising the Acrobat tools, toolbars, and task buttons

Navigating the document

Searching PDF files

Create & Manage an Index in PDF

Printing PDF files

Converting Microsoft Office Files

About PDF Maker (windows only)

Customising PDFMaker settings in Microsoft applications

Convert a Microsoft Word, RTF and text Documents to PDF

Convert and email a Microsoft PowerPoint presentation

Convert and Email Mail Merge Documents (windows only)

Convert E-mails & Email folders in Microsoft Outlook (windows only)

Create & Migrate Outlook Achieve files into Packages (windows only)

Tips on converting Excel Documents

Adobe Acrobat 9 Pro

Converting Files to Adobe PDF

Create Blank Page PDF & Using PDF Editor
Create PDF documents using the Create PDF command
Creating PDF Portfolio's
Create PDF documents using the Print command
Create PDF using the context menu (Windows)

Creating Adobe PDF from Web Pages

Create PDF documents from web pages
Including rich active media
Updating converted web pages

Modifying PDF Files

Moving pages with page thumbnails
Creating & Editing Links and Bookmarks
Renumbering pages
Adding Bates Numbering
Inserting, Deleting, Extracting & replacing Pages
Rotating, cropping & setting page transitions
Adding Headers & Footers
Adding watermarks & backgrounds
Articles
Attachments in PDF documents

Editing PDF Files

Editing text
Copying text & images from a PDF file
Editing images using the Touchup Object tool
Converting PDF page to an image format file
Spell Checking, LookUp
Redaction
Scanning Documents & Recognising text using OCR
Reducing PDF size with Optimiser

DAY2

Accessible and Flexible

About structure
Looking at accessible document
Looking at the reading order & touch up reading order tools
Viewing the results of adding tags (Professional only)
Comparing documents (Professional only)

Collaboration

Use Acrobat .com for shared reviews
Working with commenting Tools
Publishing comments and submitting responses to Acrobat.com
Upload and share large documents
co-navigating documents

Adobe Acrobat 9 Pro

Marking up a document & Customs stamps
Printing documents with comments
Inviting users with Adobe Reader to participate in reviews (Professional only)
Tracker
Acrobat ConnectNow
Using ConnectNow
Sharing your desktop, live chat, online whiteboards
using other collaboration features

Signatures & Security

Creating a digital ID
Setting up Roaming ID's
Certifying a PDF file
Customising Signing Options (Seed Values)
Signing certified documents
Security settings
Adding security
eEnvelopes
Enable Signatures in Reader

Multimedia Presentations

Adding & controlling Movie clips, and 3D
Adding, aligning & duplicating navigational buttons
Adding sound
Add Flash video's and animation content to PDF's
Add comments to videos
Creating Full screen presentations with transitions

Creating PDF Forms

Use new forms wizard (Windows)
Form field recognition
Converting paper forms to PDF forms
Adding text fields
Adding special format restrictions
Creating multi-line text fields
Adding check boxes, radio buttons, combo boxes
Adding print, submit & reset buttons
Validating text/numeric fields
Formatting date fields
Exporting form data
Collect & Manage Form Data
Form Tracker
Enable Reader Form Rights