



## Adobe® Acrobat Pro 9.0

**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**

**Duration: 2 Days**

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

**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