

Course Overview

In this 1-day course, you will be introduced to Adobe Acrobat, a tool that allows you to make your information more portable, accessible, and useful to meet the needs of your target audience. This course is taught using Adobe Acrobat 9 and is also suitable for those who use version 8. In this course you will learn how 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, and validate a PDF document.

Course Preparation

Prerequisite: *Windows - Level 1* or equivalent experience. Also, basic experience with Microsoft applications, such as word processing, spreadsheet, and web browser applications.

Course Topics

Accessing a PDF Document

- Opening a PDF Document
- Exploring the Adobe Acrobat 9 Pro Interface
- Browsing Through a PDF Document

Creating PDF Documents

- Creating a PDF Document Using Microsoft Applications
- Creating a PDF Document Using the Print Command
- Creating a PDF Document from Web Pages
- Creating a PDF Document Using Email Applications
- Creating a PDF Document Using Acrobat

Navigating to Specific Content in a PDF Document

- Conducting a Simple Search
- Using Bookmarks
- Working with Links
- Defining Articles

Modifying PDF Documents

- Manipulating PDF Document Pages
- Editing Content in a PDF Document
- Adding Page Elements
- Extracting Content from a PDF Document

Working with Multiple PDF Documents

- Organizing PDF Documents into a Collection
- Redacting PDF Documents
- Searching Multiple PDF Documents

Reviewing a PDF Document

- Initiating a Review
- Reviewing a PDF Document
- Comparing PDF Documents

Validating a PDF Document

- Signing a PDF Document Digitally
- Verifying a Digital ID