Adobe® Acrobat ® v9: Introduction

Course Duration: 1.0 day

Course Overview:
You have used a variety of different programs to create documents and files for your own use. However, you are required to share your files electronically by email frequently, over a network, and on the web, so that recipients can view, print, and offer feedback. In this course, you will use Adobe Acrobat 9 to make your information more portable, accessible, and useful to meet the needs of your target audience.

Prerequisites:
Minimal experience with computers and common office applications, such as word processing, spreadsheet, and web browser applications.

Additional information:
Courses can be tailored to client's specific needs.

Course Content:

Accessing Information in PDF Documents
Browse a PDF Document
Navigate to Specific Content Within a PDF Document
Conduct a Simple Search
Extract Content from a PDF Document

Adding PDF Navigation
Use Bookmarks
Create and Modify Links
Format a Story as an Article

Working with Multiple PDF Documents
Organize PDFs into a Collection
Control Access to Multiple PDF Documents
Search Multiple PDF Documents

Initiating and Participating in a PDF Document Review
Choose a Collaboration Workflow
Add Review Tools to a PDF Document
Digitally Sign a PDF Document
Markup a PDF Document
Compile and View Comments from Multiple
Reviewers

Course content continuous over next page

Adobe® Acrobat ® v9: Introduction

Creating PDF Documents
Create a PDF Document from a Word Document
Create PDF Documents Using the Print Command
Create PDF Documents from Web Pages
Create a PDF Document Using Acrobat

Modifying PDF Documents
Manipulate PDF Document Pages
Edit Text in a PDF
Add Headers and Footers
Customize Page Numbering