

Course Description

You may have used different applications to create documents for your own reference. However, you may now be required to share your files electronically by email, over a network, or on the web, so that recipients can view, print, and offer feedback. In this course, you will use Adobe® Acrobat® 9.0 to make your information more portable, accessible, and useful to meet the needs of your target audience.

Course Objective: You will use Adobe® Acrobat® 9.0 Pro to create and manage PDF documents.

Target Student: This course is designed for office professionals who need to create and share PDF files and PDF Portfolios.

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

Course Content

Lesson 1: Accessing a PDF Document

- Topic 1A: Open a PDF Document
- Topic 1B: Explore the Adobe Acrobat 9 Pro Interface
- Topic 1C: Browse Through a PDF Document

Lesson 2: Creating PDF Documents

- Topic 2A: Create a PDF Document Using Microsoft Applications
- Topic 2B: Create a PDF Document Using the Print Command
- Topic 2C: Create a PDF Document from Web Pages
- Topic 2D: Create a PDF Document Using Email Applications
- Topic 2E: Create a PDF Document Using Acrobat

Lesson 3: Navigating to Specific Content in a PDF Document

- Topic 3A: Conduct a Simple Search
- Topic 3B: Use Bookmarks
- Topic 3C: Work with Links
- Topic 3D: Define Articles

Lesson 4: Modifying PDF Documents

- Topic 4A: Manipulate PDF Document Pages
- Topic 4B: Edit Content in a PDF Document
- Topic 4C: Add Page Elements
- Topic 4D: Extract Content from a PDF Document

Lesson 5: Working with Multiple PDF Documents

- Topic 5A: Organize PDF Documents into a Collection
- Topic 5B: Redact PDF Documents
- Topic 5C: Search Multiple PDF Documents

Lesson 6: Reviewing a PDF Document

- Topic 6A: Initiate a Review
- Topic 6B: Review a PDF Document
- Topic 6C: Compare PDF Documents

Lesson 7: Validating a PDF Document

- Topic 7A: Sign a PDF Document Digitally
- Topic 7B: Verify a Digital ID