

Adobe ACROBAT 9.0 ESSENTIALS

1 Day Course

Adobe® Acrobat® 9 Professional allows you to protect documents and accelerate information exchange using PDFs. Communicate and collaborate more effectively and securely. Unify a wide range of content in a single organized PDF Portfolio. Collaborate through electronic document reviews. Create and manage dynamic forms. And help protect sensitive information.

Course Description

The course is designed with a balance of hands on practical exercises, demonstrations and reviews. Using the latest software on Mac and PC platforms each course is delivered with training material or reference for the delegate to take away.

The Acrobat 9 Essentials course starts from the program basics and quickly builds knowledge and confidence in how to navigate the application, create, edit and save Acrobat PDF's. This involves both creating PDF's from scratch and editing existing files for easier data collection, collaboration, distribution and security. Delegates will investigate ways to make documents easier to navigate and enhance the users experience.

Who should attend

This course is most suited to those delegates with no or little experience of Acrobat 9 (or previous versions) who wish to gain a good working knowledge of the application within a day. The course content listed below indicates what is covered in the course and this should cover most aspects, whether for personal development plans or just greater understanding of the application.

The course is suitable for most jobs where distributing, presenting and archiving files is involved.

The course runs from 9.30 am to approximately 4.30pm.

COURSE CONTENT

• **Introducing Acrobat**

- About Acrobat
- Acrobat Window
- Work Area
- Locating Help

• **Work Area**

- Tools & Tool Bars
- Task Buttons
- Navigation Pane
- Using Organiser

• **Creating PDFs**

- Create PDF Command
- Printing to PDF
- About PDF settings (Presets)
- Reducing file size
- Inserting Multimedia files
- Scanning paper then converting documents
- Converting emails to PDF
- Convert Web Pages to PDF
- Converting Web Pages [IE]

• **Creating PDFs from MS Office**

- About PDFMaker
- Converting Word files
- Convert Excel files
- Converting & combining multiple files
- **Combining Files into Portfolios**
- About PDF Portfolios
- Creating/Editing a PDF Portfolios

- Learn how to create and save an appropriate PDF file from an application
- Find out how to modify a PDF - add/delete/crop/rotate pages, add page numbers and watermarks
- Discover how to add digital signatures and to how to make a document secure
- Be able to create basic forms with buttons for check boxes and fields to collect data

What will I learn?

For more information or to book a course please call 01926 436934

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1 Day Course (continued)

COURSE CONTENT

- Sharing/ Securing a PDF Portfolio
- Searching within a PDF Portfolio
- Merging files
- **Reading & Working with Files**
- Managing a files opening view
- Reading PDF documents
- Searching PDF documents
- Form filling
- Accessibility
- **Enhancing & Editing PDFs**
- Moving/Editing pages
- Editing Hyperlinks
- Inserting one PDF into another
- Bookmarks
- Pagination
- Editing & Extracting Text & Images
- Editing Images using TouchUp tool
- **Adding Signatures & Security**
- About Digital Signatures
- Creating Digital Signatures
- Signing the ad
- Security Settings
- Adding Passwords
- Certifying PDFs
- **Review Cycle**
- The Review process
- Adding Comments
- Commenting tools
- Initiate a Shared Review
- Participating in a shared review
- Tracking Review Comments
- Live Collaborative session

- **Forms**
- Converting to Interactive Form
- Adding Form fields
- Distributing Forms
- Collecting Form data
- Working with form data
- **Multimedia Presentations**
- Adding Video
- Adding Flash animation
- Assigning poster
- Creating Presentation
- **Redaction (restricted access)**
- Applying Redaction
- Setting Redaction tool properties
- Searching for Text Redaction
- **Engineering & Tech features**
- Layers
- 2D measuring tool
- Working with 3D content
- Loupe tool
- Converting a drawing file to a PDF
- Maps feature
- Geospatial registration
- **Forms**
- Converting Paper to Interactive
- PDF forms
- Adding Text fields
- Adding Check boxes & Buttons
- Distributing forms
- Tracking & Managing Forms
- Calculating & Validating numeric fields

- **Accessibility & Flexibility**
- Flexibility
- Accessibility
- Structure
- Accessible documents
- Making Flexible & Accessible documents

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