



Acrobat 9.0 Pro: Level 1

1 day – Instructor led

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.

Performance-Based Objectives

Upon successful completion of this course, students will be able 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.
- Validate a PDF document.



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



Acrobat 9.0 Pro: Level 2

1 day – Instructor led

Course Description

As a business professional, you have some experience in using Adobe® Acrobat®. Now, you are ready to further develop your PDF documents. In this course, you will use Adobe® Acrobat® 9.0 Pro to convert technical documents to PDF files, enhance and control PDF content accessibility, customize PDF documents for interactive use online, and prepare PDFs for commercial printing.

Course Objective: You will use Adobe® Acrobat® 9.0 Pro to convert documents to PDF files, enhance and customize PDF documents for interactive use online, and prepare them for printing.

Target Student: The target students for this course are office professionals who want to employ the advanced productivity and creative features of Acrobat 9.0 Pro

Prerequisites: Adobe® Acrobat® 9.0 Pro: Level 1

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Create PDF files from technical documents.
- Enhance the utility and accessibility of PDF documents.
- Create interactive PDF forms using Adobe LiveCycle Designer.
- Make a PDF document ready for commercial printing.
- Finalize PDF files for commercial printing.



Course Content

Lesson 1: Creating PDFs from Technical Documents

- Topic 1A: Create PDF Documents Using Autodesk AutoCAD
- Topic 1B: Measure Technical Drawings

Lesson 2: Enhancing PDF Documents

- Topic 2A: Embed Multimedia
- Topic 2B: Optimize PDF Files
- Topic 2C: Enhance PDF Document Accessibility

Lesson 3: Creating Interactive PDF Forms in Adobe LiveCycle Designer

- Topic 3A: Create a PDF Form
- Topic 3B: Add Form Fields
- Topic 3C: Create Calculations
- Topic 3D: Create Buttons
- Topic 3E: Track Forms
- Topic 3F: Compile Returned Forms
- Topic 3G: Organize Compiled Data

Lesson 4: Preparing PDF Files for Commercial Printing

- Topic 4A: Examine the Commercial Printing Process
- Topic 4B: Create PDF Files for Prepress
- Topic 4C: Apply Color Management Settings
- Topic 4D: Modify Adobe PDF Settings for Prepress
- Topic 4E: Preview Printed Effects

Lesson 5: Finalizing PDF Files for Commercial Printing

- Topic 5A: Preflight Documents
- Topic 5B: Create PDF/X, PDF/A, and PDF/E Compliant Files
- Topic 5C: Create a Composite
- Topic 5D: Create Color Separations

Appendix A: Miscellaneous Features

Supplemental Lesson Adding Enhancements

- Topic 1A: Index Documents
- Topic 1B: Batch Process PDF Documents
- Topic 1C: Repurpose PDF Document Content

Appendix B: Adobe Certified Expert (ACE) Program®