

Adobe Acrobat 9 Professional

Duration

1 Day

Course Synopsis

This course is for new and existing Acrobat users whom want to learn how to manage the PDF content without much effort. After the course, the participant will be able to edit, comment, prepare, and secure the PDF content professionally.

Course Outline

Familiarizing with workspace

- Manipulate toolbars

Viewing PDF content

- Navigation pane
- View collection in organizer
- Create quick links
- Navigate with articles
- Build bookmarks
- Auto Scroll
- Read and Full Screen mode
- Split window view
- *New!* Compare PDF documents
- *New!* PDF Portfolio

Running Analysis

- Grids and Guides
- *New!* Measure tools

Creating and Converting to PDF

- Single-click to create PDF
- Create multiple PDFs from multiple files
- Setup conversion settings
- Convert to different file formats
- *New!* Convert paper documents to PDF
- *New!* Convert web pages to PDF

Secure in PDF

- Password protect PDF

Manipulating PDF content

- Perform OCR
- Perform advanced editing
- Add Interactivity
- Add header and footer
- Add background and watermark

Commenting in PDF

- Commenting and markup tools overview
- Commenting preferences
- Change the look of your comments
- Add comments
- Mark up text
- Stamp a document
- Create custom stamp
- Manage comments
- Print a comment summary

Performing search

- *New!* Search across multiple PDFs

Sharing documents online

- *New!* Use Acrobat.com for shared reviews
- *New!* Use Acrobat.com to upload and share large documents