



Adobe Acrobat 9 Professional

Click here for course dates and to register.

Adobe Acrobat 9 Professional is a two day course that covers Adobe Acrobat 9 Professional for designers, developers, and business users. Adobe Acrobat 9 Professional software allows professionals to deliver professional documents, manage document reviews, and build dynamic forms for data collection. This class will empower you to use the Adobe PDF format for more than just printing.

Target Student: This class is geared for those just starting out with PDFs, or those who want to learn more about security or collaboration tools within Acrobat. This includes individuals who work in print, web and multimedia. Experience with Microsoft Office is a plus for this class.

Prerequisites: Before taking this course, you should have a basic understanding of your computer's operating system. For example, you should know how to launch an application, create and save files, and copy files from CDs and other media.

Delivery Method: Instructor-led, classroom-delivery learning model with structured hands-on activities.

Benefits: After completing this course, you will be able to combine and share documents, create an electronic form, and streamline document reviews. Additionally you will be able to protect sensitive information, convert documents to PDFs, edit PDF documents and save as word documents.

What's Next:

LiveCycle Designer Forms Learn to create dynamic PDF based forms and documents as well as how to add interactivity, security and scripts to forms.

InDesign – Level 1 Lay out professional, print-ready documents from postcard to poster with Adobe's powerful page layout program.

Dreamweaver Website Development Learn to create websites using Dreamweaver. The course focuses on best practices and design, stressing the importance of usability.

Performance-Based Objectives

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

- Use the Organizer to manage your PDF files .
- Create PDF Portfolios
- Create Adobe PDF files with a single click .
- Save websites and other clipboard content as PDF files .
- Repurpose the content of Adobe PDF files for use in other applications .
- Edit PDF documents .
- Create multimedia presentations .
- Review and add comments to Adobe PDF documents, using streamlined workflows and tools, including the ability to share a document for live review .
- Create, distributing, and gathering data from forms .
- Obtain measurements with tools designed for engineering and technical users
- Redact information and using Bates numbering, for legal professionals .
- Secure PDF documents.
- Work with 3D objects in PDFs .



Adobe Acrobat 9 Professional 2-Days

Introducing Adobe Acrobat 9
 About Adobe PDF
 About Adobe Acrobat
 Adobe PDF on the web
 Designing documents for online viewing

Looking at the Work Area
 Opening a PDF file in the work area
 Working with Acrobat task buttons
 Working with the navigation pane
 Using Organizer

Creating Adobe PDF Files
 About creating Adobe PDF files
 Using the Create PDF command
 Converting and combining different types of files
 Using the Print command to create Adobe PDF files
 About the Adobe PDF Settings (presets)
 Reducing file size
 About compression and resampling

Creating Adobe PDF from Microsoft Office Files
 Converting Microsoft Word files to Adobe PDF
 Inserting 3D content into PowerPoint presentations
 (Acrobat Pro Extended)
 Converting Excel documents and starting a review

Combining Files in PDF Portfolios
 Creating a PDF Portfolio
 Customizing your PDF Portfolio
 Sharing your PDF Portfolio
 Securing a PDF Portfolio
 Searching a PDF Portfolio

Reading and Working with PDF Files
 Changing the opening view
 About the onscreen display
 Filling out PDF forms
 About flexibility, accessibility, and structure
 Looking at accessible documents
 Making files flexible and accessible
 Adding tags
 Adding Alt Text (alternate text)
 Using the Acrobat accessibility features

Enhancing and Editing PDF Documents
 Looking at the work file
 Moving pages with page thumbnails
 Inserting one PDF file into another PDF file
 Renumbering pages
 Editing images using the TouchUp Object tool
 Converting PDF pages to image format files

Adding Signatures and Security
 Creating digital signatures
 Looking at security settings
 Adding security to PDF files
 Adding passwords
 Certifying PDF files
 Signing certified documents

Using Acrobat in a Review Cycle
 Adding comments to a PDF document
 About the commenting tools
 Working with comments
 Initiating a shared review

Working with Format in Acrobat
 Converting PDF files to interactive PDF forms
 Collecting form data
 Working with form data

Creating Multimedia Presentations
 Adding a video file to a PDF file (Acrobat Pro and Pro
 Extended)
 Adding a Flash animation (Acrobat Pro and Pro Extended)
 Assigning a poster file for a video or animation (Acrobat
 Pro and Pro Extended)
 Creating a presentation

Using the Legal Features
 Applying Bates numbering
 Defining Bates numbering
 Applying redaction
 Changing the Documents preferences
 Setting the Redaction tool properties
 Searching text for redaction
 Creating PDF Portfolios

Using the Engineering and Technical Features
 Working with layers
 Using the Loupe tool
 Converting a drawing file to PDF (Acrobat Pro and Pro
 Extended)
 Permanently removing text from PDF documents
 Using the PDF Maps feature
 Geospatial registration (Acrobat Pro Extended)

Using Acrobat in Professional Printing
 Creating PDF files for print and prepress
 Preflighting files (Acrobat Pro and Pro Extended)
 Setting up color management
 Previewing your print job
 Advanced printing controls

Working with 3D in PDF Files
 About Acrobat Pro Extended and Adobe 3D Reviewer
 (Windows)
 Working with 3D content in PDF files
 Reviewing and commenting on 3D models
 Converting 3D design files to PDF (Acrobat Pro Extended)
 Using 3D PDF files in your manufacturing workflow
 (Acrobat Pro Extended)
 Using 3D models in technical publishing (Acrobat Pro
 Extended)

