

Acrobat 9: Level 1

1 Day

Description

This ILT Series course will teach students fundamental concepts and terminology, and the basic features of Adobe Acrobat 9 Pro. This course is also designed to help students prepare for the Acrobat 9 ACE exam. For complete certification training, students should complete this course and Acrobat 9 Pro: Advanced, ACE Edition. Students will learn PDF basics and explore the Acrobat interface. They'll learn how to navigate and organize PDF documents. Students will learn how to create a PDF document from within Acrobat. They will also create PDF documents from within other applications such as word processors or other Adobe Creative Suite applications, and create documents from Web pages. Students will learn to modify PDF content by rearranging, editing, and formatting existing text; and by adding headers, footers, watermarks, and backgrounds. They'll learn how to insert multimedia content, including audio, video, and flash files. They'll add bookmarks and links, and improve accessibility in a document. Students will learn to manage security issues by using password encryption and digital signatures. They'll explore document review techniques, including the use of comments, markups, and automated reviews, such as Page View Sharing and Collaborate Live.

Unit 1: Getting started

Topic A: The Acrobat environment

Topic B: Advanced navigation

Topic C: Finding text

Topic D: Organizing PDF documents

Topic E: Getting help

Topic F: Setting preferences

Unit 2: Creating PDF documents

Topic A: Printing to PDF from any application

Topic B: Acrobat PDFMaker

Topic C: The Create PDF commands

Unit 3: Modifying PDF documents

Topic A: Moving document pages

Topic B: Modifying content

Topic C: Moving PDF content to other programs

Topic D: Adding multimedia

Topic E: Optimizing PDF file size

Unit 4: Document navigation tools

Topic A: Working with bookmarks

Topic B: Working with links

Unit 5: PDF accessibility

Topic A: Accessible documents

Topic B: Accessibility in the Acrobat environment

Unit 6: Document security

Topic A: Password protection

Topic B: Digital signatures

Topic C: Encryption certification and security envelopes

Topic D: Adobe LiveCycle Rights Management ES encryption

Topic E: Password and certificate security policies

Unit 7: Document review techniques

Topic A: Document reviews

Topic B: Reviewer tools

Topic C: Managing comments and markups

Appendix A: ACE exam objectives map

Topic A: ACE exam objectives