



Introduction to Adobe® Acrobat® 9

Designed for anyone who wants to learn the basics of Acrobat, this one-day class teaches you to create PDF documents from a variety of sources. Navigating within a document using links, bookmarks, and thumbnails is covered, as is the creation of document and Web links. Create and customize PDF Portfolios. Learn how to add comments to a PDF document and to apply document security.

This course can be taught using either Acrobat 9 Standard, Pro, or Pro Extended.

Objectives:

- Describe the benefits of the PDF format
- Navigate through a PDF document
- Create PDF documents from a variety of sources
- Create and customize PDF Portfolios
- Insert, delete, and rearrange pages
- Create document links, Web links, and bookmarks
- Secure a document
- Initiate shared reviews using Acrobat.com
- Add comments using the commenting tools

Outline:

Overview of Acrobat Family

- Learn the benefits of the PDF format
- Understand the difference between Standard, Pro, and Pro Extended

Navigating a PDF Document in Acrobat

- Navigate using the toolbar
- Change magnification
- Follow links
- Display and use bookmarks and thumbnails
- Customize the toolbars

Creating and Modifying PDF Documents

- Print to Adobe PDF
- Create PDF from MS Office (Windows)
- Merge documents into a single PDF
- Create a PDF Portfolio
- Insert, delete and rearrange pages

Creating Links and Bookmarks

- Create and edit links within a document
- Create a link to a site on the World Wide Web
- Create a bookmark

Security

- Create a security policy
- Apply a security policy to a document

Review and Commenting

- Understand how to implement e-mail reviews
- Understand how to initiate shared reviews using Acrobat.com
- Use and create comments

