



## Introduction to Adobe® Acrobat® 9

*Create and share professional work with virtually anyone, anywhere. Unify the widest range of content into a single compressed PDF Portfolio. Collaborate through shared document reviews. Create interactive forms and collect data easily. Protect and control sensitive information. Extend Acrobat functionality to users of Adobe Reader® software.*

- Who Should Attend** This one day course is aimed at new and existing users of Acrobat who wish to extend their knowledge beyond the basics of using Acrobat just to view and print Portable Document Format (PDF) files.
- Course Aim** At the end of the course you will be able to create PDF files from a variety of sources, modify them to include bookmarks, thumbnails and links and prepare them for distribution. You will also realise the valuable role Acrobat can play in a document review cycle
- Prerequisites** Familiarity with Windows XP or Vista or Mac OS

### Course Content

#### Introducing Acrobat

A discussion of Acrobat, Portable Document Format (PDF), PostScript and Distiller. Creating, using and distributing PDF files.

#### Working with Acrobat

Opening files. Getting to know the work area. Using and customising the toolbars. Navigating and browsing documents using a variety of methods, using the zoom functions and saving and closing files.

#### PDF File Creation

Using the Create PDF command and the PDF Printer, creating PDFs from other file types and the web, converting paper documents to PDF, using PDFMaker from within Microsoft applications to produce PDFs.

#### Working with PDF files

Editing files—rotating, cropping, inserting, extracting and re-numbering pages, Selecting and editing text and images, Creating headers and footers and adding watermarks and backgrounds.

#### Bookmarking and Linking

Creating and editing bookmarks, working with the Link tool, creating links, changing link appearance and action properties.

#### Using Acrobat in a Review Cycle

Working with the commenting tools, setting preferences and comment appearance, marking up a document using a variety of tools, e.g. notes, stamps, highlighter, pencil and other drawing tool, attaching files as notes, exporting and importing comments, summarising and reviewing comments.

#### PDF Security

Securing PDF documents against editing and extracting data.