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ADOBE® ACROBAT® 9.0 PRO: LEVEL 1 **2**

ADOBE® ACROBAT® 9.0 PRO: LEVEL 2 **4**

Adobe® Acrobat® 9.0 Pro: Level 1

Course Specifications

Course number: 084021
Software: Adobe Acrobat 9.0 Professional
Course length: 1.0 day(s)

Course Description

You may have used different applications to create documents for your own reference. However, you may now be required to share your files electronically by email, over a network, or on the web, so that recipients can view, print, and offer feedback. In this course, you will use Adobe® Acrobat® 9.0 to make your information more portable, accessible, and useful to meet the needs of your target audience.

Course Objective: You will use Adobe® Acrobat® 9.0 Pro to create and manage PDF documents.

Target Student: This course is designed for office professionals who need to create and share PDF files and PDF Portfolios.

Prerequisites: Basic experience with computers and common Microsoft applications, such as word processing, spreadsheet, and web browser applications.

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

Performance-Based Objectives

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

- access information in a PDF document.
- create PDF documents.
- navigate to specific content in a PDF document.
- modify PDF documents.
- work with multiple PDF documents.
- review a PDF document.
- validate a PDF document.

Course Content

Lesson 1: Accessing a PDF Document

- Topic 1A: Open a PDF Document
- Topic 1B: Explore the Adobe Acrobat 9 Pro Interface
- Topic 1C: Browse Through a PDF Document

Lesson 2: Creating PDF Documents

- Topic 2A: Create a PDF Document Using Microsoft Applications
- Topic 2B: Create a PDF Document Using the Print Command
- Topic 2C: Create a PDF Document from Web Pages
- Topic 2D: Create a PDF Document Using Email Applications
- Topic 2E: Create a PDF Document Using Acrobat

Lesson 3: Navigating to Specific Content in a PDF Document

- Topic 3A: Conduct a Simple Search
- Topic 3B: Use Bookmarks
- Topic 3C: Work with Links
- Topic 3D: Define Articles

Lesson 4: Modifying PDF Documents

- Topic 4A: Manipulate PDF Document Pages
- Topic 4B: Edit Content in a PDF Document
- Topic 4C: Add Page Elements
- Topic 4D: Extract Content from a PDF Document

Lesson 5: Working with Multiple PDF Documents

- Topic 5A: Organize PDF Documents into a Collection
- Topic 5B: Redact PDF Documents
- Topic 5C: Search Multiple PDF Documents

Lesson 6: Reviewing a PDF Document

- Topic 6A: Initiate a Review
- Topic 6B: Review a PDF Document
- Topic 6C: Compare PDF Documents

Lesson 7: Validating a PDF Document

- Topic 7A: Sign a PDF Document Digitally
- Topic 7B: Verify a Digital ID

Adobe® Acrobat® 9.0 Pro: Level 2

Course Specifications

Course number: 084022
Software: Adobe® Acrobat® 9.0 Pro
Course length: 1.0 day(s)
Certification: Adobe Certified Expert (ACE) Program®

Course Description

As a business professional, you have some experience in using Adobe® Acrobat®. Now, you are ready to further develop your PDF documents. In this course, you will use Adobe® Acrobat® 9.0 Pro to convert technical documents to PDF files, enhance and control PDF content accessibility, customize PDF documents for interactive use online, and prepare PDFs for commercial printing.

Course Objective: You will use Adobe® Acrobat® 9.0 Pro to convert documents to PDF files, enhance and customize PDF documents for interactive use online, and prepare them for printing.

Target Student: The target student for this course are office professionals who want to employ the advanced productivity and creative features of Acrobat 9.0 Pro

Prerequisites: : Adobe® Acrobat® 9.0 Pro: Level 1

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

Performance-Based Objectives

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

- create PDF files from technical documents.
- enhance the utility and accessibility of PDF documents.
- create interactive PDF forms using Adobe LiveCycle Designer.
- make a PDF document ready for commercial printing.
- finalize PDF files for commercial printing.

Course Content

Lesson 1: Creating PDFs from Technical Documents

Topic 1A: Create PDF Documents Using Autodesk AutoCAD

Topic 1B: Measure Technical Drawings



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Lesson 2: Enhancing PDF Documents

- Topic 2A: Embed Multimedia
- Topic 2B: Optimize PDF Files
- Topic 2C: Enhance PDF Document Accessibility

Lesson 3: Creating Interactive PDF Forms in Adobe LiveCycle Designer

- Topic 3A: Create a PDF Form
- Topic 3B: Add Form Fields
- Topic 3C: Create Calculations
- Topic 3D: Create Buttons
- Topic 3E: Track Forms
- Topic 3F: Compile Returned Forms
- Topic 3G: Organize Compiled Data

Lesson 4: Preparing PDF Files for Commercial Printing

- Topic 4A: Examine the Commercial Printing Process
- Topic 4B: Create PDF Files for Prepress
- Topic 4C: Apply Color Management Settings
- Topic 4D: Modify Adobe PDF Settings for Prepress
- Topic 4E: Preview Printed Effects

Lesson 5: Finalizing PDF Files for Commercial Printing

- Topic 5A: Preflight Documents
- Topic 5B: Create PDF/X, PDF/A, and PDF/E Compliant Files
- Topic 5C: Create a Composite
- Topic 5D: Create Color Separations

Appendix A: Miscellaneous Features

Supplemental Lesson Adding Enhancements

- Topic 1A: Index Documents
- Topic 1B: Batch Process PDF Documents
- Topic 1C: Repurpose PDF Document Content

Appendix B: Adobe Certified Expert (ACE) Program®