

Adobe Acrobat Version 9

Course Description

The skills and knowledge acquired in Adobe Acrobat Version 9 are sufficient to be able to create and edit PDFs, apply security features and use the collaboration and form features of Acrobat.

Outcomes

At the completion of this course, participants will be able to:

- start Acrobat, open PDFs and have a basic understanding of the interface
- locate, view and print PDF documents
- create PDFs
- merge documents into a single PDF and create PDF portfolios
- learn how to modify PDF documents
- create and edit bookmarks
- create a variety of links
- create and work with PDF forms
- create forms from scratch and from built-in templates
- work with the Acrobat review and commenting features
- search for information in PDF documents
- work confidentially with some of the security options available in Acrobat



Course Details

Duration: 1 day

Starting time: 9am

Finishing time: 4.30pm

Lunch and refreshments are provided.



Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.



Nationally Accredited Training - BSBADM305A Create and use databases

As a Registered Training Organisation (RTO), Advanced Training offers this course as a part of its Certificate II in Information Technology (IT) - ICA20105.

Contact one of our Learning Consultants with regards to Government Funding for this course OR about Recognition of Prior Learning (RPL) for this course.

 **1300 86 87246**
1300 TO TRAIN

Course Outline

➤ Getting Started

- Acrobat And PDFs
- Starting Acrobat
- Opening A PDF File
- The Acrobat Interface
- Using Menus
- Using Toolbars
- Using The Navigation Pane
- Exiting Acrobat

➤ Viewing And Printing PDFs

- Navigating PDFs
- Using Navigation Tools
- Changing Views
- Using The Zoom Tools
- Splitting Documents Into Multiple Views
- Working With Multiple Documents
- About The Organizer
- Working With The Organizer
- The Print Dialog Box
- Printing A PDF Document

➤ Creating PDFs

- Creating PDFs Using The PDF Printer Driver
- Acrobat PDFMaker
- Creating PDFs From Microsoft Office Files
- Creating PDFs From Windows Explorer
- Creating PDFs From Web Pages
- Adobe Distiller Settings
- Creating A Postscript File
- Creating PDFs From A Single File
- Creating Multiple PDFs In A Batch
- Creating PDFs From A Blank Page
- Creating PDFs From Clipboard Content
- Creating PDFs From A Scanner
- Optimising A Scanned Document

➤ Combining Documents

- Merging Multiple Files Into A PDF
- Creating A PDF Portfolio
- Editing A Portfolio
- Customising A PDF Portfolio
- Editing Files In A PDF Portfolio
- Working With Files In A PDF Portfolio
- Securing A PDF Portfolio

➤ Modifying PDFs

- Inserting And Deleting Pages
- Extracting Content
- Moving And Rotating Pages
- Cropping Pages
- Renumbering Pages
- Adding Headers And Footers
- Adding Watermarks And Backgrounds
- Adding Backgrounds
- Editing Text
- Adding New Paragraphs Of Text
- Adding Text Using The Typewriter Tool
- Changing Text Properties
- Placing Images Or Objects
- Moving Text And Objects
- Copying Content
- Reducing File Size
- Attaching Documents To A PDF
- Managing Attachments

➤ Bookmarks

- Creating Bookmarks In A Source Document
- Creating Bookmarks Manually
- Editing Bookmark Destinations
- Nesting Bookmarks
- Changing The Appearance Of Bookmarks
- Bookmark Actions

➤ Links

- Creating Links
- Duplicating Links
- Editing Links
- Creating Destination Links
- Creating Links To Another PDF

➤ PDF Forms

- About Forms
- Starting A Form With The Form Wizard
- Editing Form Fields
- Adding Text Fields
- Changing Field Properties
- Numeric Fields
- Calculating Fields
- Adding Hidden Fields
- Adding Radio Buttons
- Adding Combo Boxes
- Adding A Submit Button
- Creating Multiple Copies Of Fields
- Adding Reset And Cancel Buttons
- Testing Your Form
- Distributing Forms By Email
- Tracking Forms
- Returning A Completed Form

➤ Adobe LiveCycle Designer

Forms

- Starting LiveCycle Designer
- The Adobe LiveCycle Designer Window
- Setting Up And Using Drawing Aids
- Adding Fields
- Changing Field Properties
- Assignment - Adding Fields
- Creating Multiple Copies Of Fields
- Adding A Submit Button
- Adding Borders, Lines And Shading
- Creating A Form From A Template

➤ Working Collaboratively

- Viewing Comments
- Adding Sticky Notes
- Adding Text Edit Comments
- Adding Drawing Tools Comments
- Inserting Digital Identity Stamps
- Understanding Acrobats Review Processes
- Understanding The Acrobat Review Processes
- Enabling Commenting In Reader
- Initiating An Email Review
- Returning A Reviewed PDF
- Merging Review Comments
- Managing Comments
- Summarising Comments

➤ Searching PDF Documents

- Finding Words
- Searching Multiple PDFs
- Performing An Advanced Search

➤ Securing Your Documents

- Document Security
- Adding A Document Open Password
- Adding Permissions Passwords
- Removing Password Protection
- Creating A Self-Signed Digital ID
- Certifying A PDF
- Digitally Signing PDFs
- Exporting A Digital ID Certificate
- Verifying A Digital Signature
- Encrypting For Certain IDs Using Certificates
- Creating A User Security Policy
- Applying A Security Policy
- Sending Files As A Secure Attachment