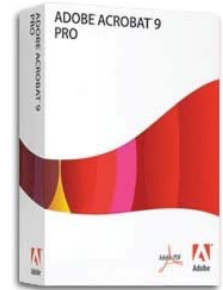


## Adobe Acrobat 9 Professional

Duration: 2 days

### Course Synopsis:

Adobe Acrobat 9 Professional software enables business professionals to reliably create, combine, and control Adobe PDF documents for easy, more secure distribution, collaboration, and data collection. This class will enable you to prepare and edit PDF documents, as well as add the interactive features which have made Acrobat so successful in the business environment today.



### Who Should Attend:

Regardless of your industry, everyone can benefit from this informative and exciting class. Individuals who will be preparing documents for intranet or internet use will find lots of useful tips to get the most out of Acrobat 9. New features will be discussed and hands-on exercises will give the student the ability to see the many features of Acrobat 9 Professional in action.

### Prerequisites:

Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up without slowing down the rest of the class.

### What You Will Learn:

- The Acrobat 9 Interface and Workflow
- Editing and Securing PDF Files
- Working with MS Office Documents
- Working with Multimedia in PDF
- Commenting and Reviewing Tools
- Touch Up and Review Tools
- PDF Portfolio and Document Distribution
- Legal Features and PDF Forms

### Time:

Class time is 9:00 a.m.- 4:00 p.m.  
Breaks are scheduled throughout the day and lunch is typically scheduled 12-1. Students provide their own lunch.

### Course Materials:

Course materials are provided. Our goal is to make sure your class meets your objectives, not ours. Therefore, all of our outlines are treated as guides to help steer the workshop. We may change or alter course topics to best suit the classroom situation. Please note: The most current published version of the courseware will be used for this class if the version advertised in this outline is not yet available.

### Locations:

We have company-operated facilities in Atlanta, Chicago, Denver, San Diego and Washington DC. We also work with a network of rental facilities to offer our classes regularly across the United States and in Canada. Please double-check the location of your class with our office to make sure you get to the right location.

### Related Courses:

We recommend the following courses that relate to this class: Adobe InDesign and Adobe LiveCycle Designer. Please take a look at our other course outlines at our web site, <http://www.ledet.com>.

### Goals:

Sterling Ledet and Associates realizes the importance of education and we take pride in being able to offer you classes that are more custom fit to your needs. Call us at (770) 414-5007 if you have any special questions or e-mail us at [sales@ledet.com](mailto:sales@ledet.com).

### Registration:

Please fill out our registration form and fax it to us at (312) 896-9094.

URL: <http://www.ledet.com> • Local: (770) 414-5007 • Toll Free: 1-877-819-COOL



# Adobe Acrobat 9 Professional

## LESSON PLANS

### Lesson 1

Getting Started with Acrobat and PDF  
Adobe PDF on the Web  
A First Look at the Work Area  
Viewing PDF Presentations in Full Screen Mode  
Designing Documents for Online Viewing  
Getting Help in Adobe Acrobat

### Lesson 2

Looking at the Work Area  
Opening a PDF File in the Work Area  
Working with Acrobat Tools and Toolbars  
Working with Acrobat Task Buttons  
Working with the Navigation Pane  
Using Organizer

### Lesson 3

Creating Adobe PDF Files  
Using the Create PDF Command  
Dragging and Dropping Files  
Converting and Combining Files  
Using the Print Command  
Learning the Adobe PDF Settings  
Reducing File Size  
About Compression and Resampling  
Inserting Multimedia Files  
Scanning Paper Documents  
Converting Emails to PDF  
Converting Web Pages to PDF

### Lesson 4

Creating PDF from MS Office Files  
Learning PDFMaker  
Converting Excel Documents  
Converting Web Pages from IE  
Exporting Tables from PDF Files  
Converting and Combining Office Files

### Lesson 5

Combining Files in PDF Portfolios  
Creating a PDF Portfolio  
Customizing Your PDF Portfolio  
Sharing Your PDF Portfolio  
Securing Your PDF Portfolio  
Searching Your PDF Portfolio

### Lesson 6

Reading and Working with PDF Files  
About the On-Screen Display  
Searching PDF Documents  
Printing PDF Documents  
Filling Out PDF Forms  
Flexibility, Accessibility, and Structure  
Looking at Accessible Documents  
Making Files Flexible and Accessible  
Adding Tags  
Adding Alt Text (Alternate Text)  
Using the Accessibility Features

### Lesson 7

Enhancing and Editing PDF Documents  
Looking at the Work File  
Moving Pages with Page Thumbnails  
Editing Adobe PDF Pages  
Editing Links  
Inserting one PDF File Into Another  
Working with Bookmarks  
Deleting a Page  
Editing and Extracting Text and Images  
Editing with the TouchUp Object Tool

### Lesson 8

Working with Forms in Acrobat  
Converting PDF Files to PDF Forms  
Adding Form Fields  
Distributing Forms  
Collecting Form Data  
Working with Form Data  
Calculating and Validating Numeric Fields

### Lesson 9

Creating Multimedia Presentations  
Adding a Video File to a PDF File  
Adding a Flash Animation  
Assigning a Poster File for a Video  
Creating the Presentation

### Lesson 10

Using the Legal Features  
Bates Numbering and Redaction  
Applying Bates Numbering  
Defining Bates Numbering  
Editing Bates Numbering  
Applying Redaction  
Changing the Documents Preferences  
Setting the Redaction Tool Properties  
Searching Text for Redaction  
Creating PDF Portfolios

### Lesson 11

Using Acrobat in Professional Printing  
Creating PDF Files for Print and Prepress  
Preflighting Files  
Working with Transparency  
Setting Up Color Management  
Previewing Your Print Job  
Advanced Printing Controls