

# Acrobat 9 Pro Fundamentals Course



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## Acrobat 9 Pro Fundamentals Course

**1 Sessions -**  
3 Hours of Interactive Training

Adobe Acrobat 9 Pro Fundamentals will teach designers, developers and business users to deliver professional documents manage document reviews and build dynamic forms for data collection. In this course you will gain the skills to use Acrobat 9 Pro for more than just printing documents. Learn to convert technical documents to PDF files, enhance and control content accessibility, customize PDF documents for interactive use online and prepare them for printing. The Acrobat 9 Pro Fundamentals course offers a viable multimedia

## Session 1

### Section A: Introduction

- File Distribution
- Adobe Acrobat Family
- Reader vs. Acrobat

### Section B: Understanding the Interface

- Menu and Tool Bars
- Navigation Pane
- Customizing the Interface
- Show/Hide Toolbars
- Navigation Pane Panels
- Adobe Organizer
- Document Navigation Tricks
- Using Bookmarks

### Section C: Acrobat Distiller

- Using Acrobat Distiller
- PDF Compatibility
- Image Settings
- Text Settings

### Section D: Creating PDFs

- Create PDF with Distiller
- High Quality PDF Distiller Settings
- Create PDF with PDF Printer
- Create PDF from Scanner
- OCR Text Recognition
- Straighten Scanned Document
- Find OCR Suspects
- Create PDF from Web Page
- Create PDF from Multiple Files
- Merge File Supported Files

### Section E: Adobe PDF Maker

authoring tool, using the new portfolio feature.

### **Benefits**

- Build a multimedia document by grouping a variety of material into one compressed PDF file
- Review and add comments to Adobe PDF documents using streamlined workflows and tools, including the ability to share a document for live review
- Support for embedding Flash video into documents

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### **About The Author**

Chad is an Adobe Certified Instructor and has a formal education in publishing technology. He has the trial-by-fire production experience that makes him a valuable contributor to every project on which he works. He's served as the lead consultant for major InDesign migrations for publishing companies throughout the U.S. and is skilled in all aspects of print production, web production, automation and

- Using PDF Maker
- PDF Maker Preferences
- Word Heading Styles
- Convert Headings to Bookmarks

### **Section F: Links and Bookmarks**

- Creating a Hyperlink
- Editing Hyperlinks
- Adding Bookmarks
- Initial View Properties
- Preview Initial View Settings

### **Section G: Acrobat Features**

- Adding Headers and Footers
- Saving Headers and Footers Settings
- Adding Backgrounds
- Adding Watermarks

### **Section H: Manipulating PDF Documents**

- Deleting Pages
- Extracting Pages
- Inserting Pages
- Replacing Pages
- Combining Documents
- Splitting Documents

### **Section I: Editing and Reviewing PDFs**

- Adding Comments
- Text Editing
- Highlighting Text
- Using Markup Tools
- Collaborating via Comments
- Enable Acrobat Reader Commenting
- TouchUp Text Tool
- Modify Text Properties
- TouchUp Object Tool

XML. He is a contributing author of Adobe InDesign CS3 Digital Classroom, Adobe InDesign CS4 Digital Classroom, Adobe Photoshop CS4 Digital Classroom, Adobe Photoshop Elements 7 Digital Classroom and a Technical Editor of Adobe Flash CS3 Professional Dynamic Learning, and Adobe Illustrator CS4 Digital Classroom books.

