



# Adobe Acrobat Reader 9.0 – Level 1

Non-Package Price: \$220

## Course Description:

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.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

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

### 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.
- vValidate a PDF document.

## Prerequisites:

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

## Course Outline

### Access a PDF Document

- Open a PDF document
- Explore the Adobe Acrobat 9 Pro interface
- Browse through a PDF document

### Create PDF Documents

- Create a PDF document using Microsoft applications
- Create a PDF document using the print command
- Create a PDF document from web pages
- Create a PDF document using email applications
- Create a PDF document using Acrobat

### Navigate to Specific Content in a PDF Document

- Conduct a simple search
- Use bookmarks
- Work with links
- Define articles

### Modify PDF Documents

- Manipulate PDF document pages
- Edit content in a PDF document
- Add page elements
- Extract content from a PDF document

### Work with Multiple PDF Documents

- Organize PDF documents into a collection
- Redact PDF documents
- Search multiple PDF documents

### Review a PDF Document

- Initiate a review
- Review a PDF document
- Compare PDF documents

### Validate a PDF Document

- Sign a PDF document digitally
- Verify a digital ID