

# Adobe Acrobat 9 Pro Level 1

<b>Audience</b>	This course is appropriate for those who are familiar with the personal computer and Windows. No previous knowledge of Acrobat is required, but experience with word processing is recommended.
<b>Description</b>	This course uses a combination of lecture, hands on practice, and independent exercises to teach students how to use Acrobat Professional to create, modify, and review PDF documents. In day 1, you learn how to create PDF documents from within Acrobat, as well as other programs, create headers, footers, bookmarks, and links, ensure that PDF documents are accessible, apply password security, digitally sign, validate and encrypt PDF files, initiate a review, and create a comment summary file. Day 2 of this course covers how to apply custom settings files, manage color issues, and apply printer marks, hairlines, color separations, trap settings, and transparency settings. You also learn how to prevent typical printing problems, create and edit interactive forms, redact content, enable usage rights, and distribute and compile forms.
<b>Objectives</b>	Upon successful completion of the course, students should be able to: <ul style="list-style-type: none"><li>■ Navigate the Acrobat environment</li><li>■ Print to PDF and use the Create PDF commands</li><li>■ Modify and optimize PDF documents</li><li>■ Use bookmarks and links</li><li>■ Create accessible documents</li><li>■ Apply security features such as passwords and digital signatures</li><li>■ Use document reviewing tools</li><li>■ Generate PDF documents and set file attributes</li><li>■ Manage color workflow and convert colors</li><li>■ Setup color separation using a variety of color tools</li><li>■ Utilize preflighting features and validation</li><li>■ Create modify and test and interactive form</li><li>■ Manage for distribution</li></ul>
<b>Length</b>	2 days

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|----------------------------|-----------------------------|
| <b>I. Getting Started</b>  | D. Organizing PDF documents |
| A. The Acrobat environment | E. Getting help             |
| B. Advanced navigation     | F. Preferences              |
| C. Finding text            |                             |



## **II. Converting Documents to PDF**

- A. Printing to PDF from any application
- B. Acrobat PDFMaker
- C. The Create PDF commands

## **III. Modifying PDF Documents**

- A. Modifying document pages
- B. Modifying content
- C. Moving PDF content to other programs
- D. Adding Multimedia – topic added
- E. Optimizing PDF file size

## **IV. Document Navigation Tools**

- A. Bookmarks
- B. Working with links

## **V. PDF Accessibility**

- A. Accessible documents
- B. Accessibility in the Acrobat environment

## **VI. Document Security**

- A. Password protection
- B. Digital signatures
- C. Encryption certification and security envelopes
- D. Adobe LiveCycle Policy Server encryption
- E. Password and certificate security policies

## **VII. Document Review Techniques**

- A. Document reviews
- B. Reviewer tools
- C. Manipulate comments and markups

## **VIII. High-quality PDFs**

- A. PDF generation methods
- B. PDF file attributes
- C. PDF settings
- D. Geospatial data – topic added

## **IX. Color management**

- A. Color management basics
- B. Color management workflow
- C. Soft proofing colors
- D. Converting colors

## **X. Color separations**

- A. Color separation setup
- B. Separations preview
- C. Ink Manager
- D. Trapping
- E. Transparency flattening
- F. Printing color separations

## **XI. Preflight and validation**

- A. Print problems
- B. Preflight profiles
- C. Preflight reports
- D. Preflight droplets
- E. Validation and conversion

## **XII. Interactive PDF forms**

- A. Forms and Adobe LiveCycle Designer
- B. Creating a form
- C. Form fields
- D. Modifying a form
- E. Testing a form

## **XIII. PDF distribution and management**

- A. PDF distribution
- B. Form management