



# Adobe Acrobat 9 Pro (CS4) Introduction/Intermediate

One-Day Course

Windows and Macintosh

## Course Overview:

In this course you will learn the features required to create PDFs using Adobe Acrobat for such uses as the web, intranets, in-house proofing, commercial printing and archiving. You will use Acrobat's many tools and panels to navigate through this application with ease. Also covered will be using the commenting tools and settings for paperless edits and reviews, adding interactivity and setting preferences and document properties.

## Course Content:

- Overview of the Adobe Acrobat interface: tools, menus and the navigation panel
- Overview of Acrobat's general preferences
- Setting the initial view of a PDF document in Adobe Reader and checking the file size
- Using Adobe Acrobat to open and create PDF documents from original application files
- Page display settings: overview of the layout and zoom tools
- Creating PDFs from a variety of file formats Including Microsoft and Adobe
- Creating PDF files from the internet and clipboard areas
- Creating a PDF document from multiple files within Adobe Acrobat
- Overview of the PDF Maker in Microsoft applications and changing settings
- Creating custom PDF settings (job options) within Acrobat
- Creating and organizing bookmarks using automated and manual methods
- Setting bookmark structure, appearances and destinations
- Creating Hyperlinks and adding basic page actions
- Creating buttons, adding graphic appearances and basic page actions
- Inserting, removing and re-ordering pages in a PDF
- Editing a PDF document: cropping and editing text or objects
- Adding headers, footers, watermarks
- Editing page numbers
- Limiting access to PDF files using general password protection and permissions
- Setting document-specific properties such as security settings and initial view
- Adding comments and markups to a document
- Using markup tools and the properties bar
- Exporting comments and markups to a PDF or Word file

Note: As of April 2009 DPA Communications will offer Adobe Acrobat, InDesign, Photoshop, Illustrator, Dreamweaver and Flash courses on version CS4 (Creative Suite 4). Acrobat Pro 9 is the version of Acrobat included in CS4. If you are currently using previous versions see the CS3 version of this course outline for any differences in training course content.

Please contact DPA for more details or to have an instructor contact you.