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IT ACADEMY

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Class Code: ACR9B
Number of Days: 1
Format: Instructor-Led

Acrobat 9 Pro: Basic

Course Description: This ILT Series course will teach students fundamental concepts and terminology, and the basic features of Adobe Acrobat 9 Pro. This course is also designed to help students prepare for the Acrobat 9 ACE exam. For complete certification training, students should complete this course and Acrobat 9 Pro: Advanced, ACE Edition. Students will learn PDF basics and explore the Acrobat interface. They'll learn how to navigate and organize PDF documents. Students will learn how to create a PDF document from within Acrobat. They will also create PDF documents from within other applications such as word processors or other Adobe Creative Suite applications, and create documents from Web pages.

Students will learn to modify PDF content by rearranging, editing, and formatting existing text and by adding headers, footers, watermarks, and backgrounds. They'll learn how to multimedia content, including audio, video, and flash files. They'll add bookmarks and links, and improve accessibility in a document. Students will learn to manage security issues by using password encryption and digital signatures. They'll explore document review techniques, including the use of comments, markups, and automated reviews, such as Page View Sharing and Collaborate Live.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Course Outline

Unit 1: Getting started

- Topic A: The Acrobat environment
- Topic B: Advanced navigation
- Topic C: Finding text
- Topic D: Organizing PDF documents
- Topic E: Getting help
- Topic F: Setting preferences

Unit 2: Creating PDF documents

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

Unit 3: Modifying PDF documents

- Topic A: Moving document pages
- Topic B: Modifying content
- Topic C: Moving PDF content to other programs
- Topic D: Adding multimedia
- Topic E: Optimizing PDF file size

Unit 4: Document navigation tools

- Topic A: Working with bookmarks
- Topic B: Working with links

Unit 5: PDF accessibility

- Topic A: Accessible documents
- Topic B: Accessibility in the Acrobat environment

Unit 6: Document security

- Topic A: Password protection
- Topic B: Digital signatures
- Topic C: Encryption certification and security envelopes
- Topic D: Adobe LiveCycle Rights Management ES encryption
- Topic E: Password and certificate security policies

Unit 7: Document review techniques

- Topic A: Document reviews
- Topic B: Reviewer tools
- Topic C: Managing comments and markups

Appendix A: ACE exam objectives map

- Topic A: Comprehensive exam objectives