

ADOBE ACROBAT 9.0 PRO (Level 1)

Sapura Unique Training Guarantee invites participants back for unlimited refresher courses within the same software version, no questions asked!

Sapura Genuine Offer will match other training providers' prices + a further 10% off all course fees if you can prove that the content covered is similar.

COURSE OVERVIEW

Adobe Acrobat 9.0 is the essential tool for universal document exchange. Governments and enterprises around the world have adopted Adobe PDF document to streamline document management and reduce reliance on paper. We aim to simplify your workflow in our structured course by involving you in many processes. You will be amazed by the simplified processes in creating Adobe PDF files and commenting documents, and finally creating high-end output.

WHO SHOULD ATTEND

New or current users of Adobe Acrobat product who seek to have an in depth understanding of its features.

DURATION 1 Day

TIME 9.00am - 6.00pm

COURSE OUTLINE

Looking at the Work Area

- Using the Getting Started window
- Familiarizing yourself with the user interface
- Using the Navigation pane
- Customizing the toolbars

Viewing PDF documents

- Using the scroll preview
- Navigating in PDF document
- Automatically Scrolling PDF content
- Retracing viewing path
- Navigating with Bookmarks, Page Thumbnails, Links & Articles
- Adjusting page position
- Setting the Page Layout & Orientation
- Using split-window view & spreadsheet split-window view
- Reading documents in Read mode & Full Screen mode
- Searching within a PDF file

Using Layout Tools

- Viewing using Grids, Ruler Guides
- Measuring objects

File Management

- Using the Organizer to manage files in Collections and Favorites categories
- Utilizing the Organizer to locate and review PDF files
- Using the categories and files panes

Adobe PDF document creation

- Single-click PDF creation
- Creating a PDF Binder from multiple files
- Creating a PDF from various file types
- Creating a PDF from other applications
- Using Adobe PDF Printer
- Choosing Adobe PDF Conversion Settings
- Converting Adobe PDF documents to other file formats
- Introducing the PDF Editor
- Understanding what are PDF Packages

Manipulating PDF content

- Applying OCR to recognize text on scanned PDF
- Add or edit text with the TouchUp Text tool
- Using the TouchUp Object tool to modify page contents
- Page manipulation controls
- Add movie & sound clip to increase interactivity
- Add headers and footers
- Add backgrounds and watermarks

Commenting in PDF files

- Adding comments to a PDF
- Using New Callout tool to create markups
- Using New Dimensioning Tool to add line comments
- Using Digital Identity Stamps to approve PDF
- Marking up PDF with drawing tools
- Managing Comments