



Adobe Acrobat Version 9

General Description	The skills and knowledge acquired in Adobe Acrobat Version 9 are sufficient to be able to create and edit PDFs, apply security features and use the collaboration and form features of Acrobat
Learning Outcomes	At the completion of Adobe Acrobat Version 9 you should be able to: <ul style="list-style-type: none"> • start Acrobat, open PDFs and have a basic understanding of the interface • locate, view and print PDF documents • create PDFs • merge documents into a single PDF and create PDF portfolios • learn how to modify PDF documents • create and edit bookmarks • create a variety of links • create and work with PDF forms • create forms from scratch and from built-in templates • work with the Acrobat review and commenting features • search for information in PDF documents • work confidentially with some of the security options available in Acrobat
Target Audience	This course is designed for users who are keen to extend their understanding and knowledge of the PDF generation and manipulation software Adobe Acrobat.
Prerequisites	The manual assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
Pages	148 pages
Approx* Duration	8-12 hrs
Course Disk	Many of the topics in Adobe Acrobat Version 9 require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com . Simply follow the student files link on the home page. You will need the product code for this course which is INF397.
Methodology	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com .

* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, October 06, 2009 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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Your supplier is:

Product Information



Securing Your Documents

- Document Security
- Adding A Document Open Password
- Adding Permissions Passwords
- Removing Password Protection
- Creating A Self-Signed Digital ID
- Certifying A PDF
- Digitally Signing PDFs
- Exporting A Digital ID Certificate
- Verifying A Digital Signature
- Encrypting For Certain IDs Using Certificates
- Creating A User Security Policy
- Applying A Security Policy
- Sending Files As A Secure Attachment

Concluding Remarks

Your supplier is:

Product Information