



[www.pstrain.com](http://www.pstrain.com)

# Adobe® Acrobat® 9.0 Pro: Level 1

**Course length: 1 day**

## **Performance-Based Objectives**

Upon successful completion of this course, students will be able to:

- Access information in a PDF document.
- Create PDF documents.
- Navigate to specific content in a PDF document.
- Modify PDF documents.
- Work with multiple PDF documents.
- Review a PDF document.
- Validate a PDF document.

## **Course Content**

### **Lesson 1: Accessing a PDF Document**

Topic 1A: Open a PDF Document

Topic 1B: Explore the Adobe Acrobat 9 Pro Interface

Topic 1C: Browse through a PDF Document

### **Lesson 2: Creating PDF Documents**

Topic 2A: Create a PDF Document Using Microsoft Applications

Topic 2B: Create a PDF Document Using the Print Command

Topic 2C: Create a PDF Document from Web Pages

Topic 2D: Create a PDF Document Using Email Applications

Topic 2E: Create a PDF Document Using Acrobat

### **Lesson 3: Navigating to Specific Content in a PDF Document**

Topic 3A: Conduct a Simple Search

Topic 3B: Use Bookmarks

Topic 3C: Work with Links

Topic 3D: Define Articles

### **Lesson 4: Modifying PDF Documents**

Topic 4A: Manipulate PDF Document Pages

Topic 4B: Edit Content in a PDF Document

Topic 4C: Add Page Elements

Topic 4D: Extract Content from a PDF Document

### **Lesson 5: Working with Multiple PDF Documents**

Topic 5A: Organize PDF Documents into a Collection

Topic 5B: Redact PDF Documents

Topic 5C: Search Multiple PDF Documents



[www.pstrain.com](http://www.pstrain.com)

**Lesson 6: Reviewing a PDF Document**

Topic 6A: Initiate a Review

Topic 6B: Review a PDF Document

Topic 6C: Compare PDF Documents

**Lesson 7: Validating a PDF Document**

Topic 7A: Sign a PDF Document Digitally

Topic 7B: Verify a Digital ID