

Adobe Acrobat 9 Pro Introduction	Adobe Acrobat 9 Pro Level II
<p>Module 1 – Getting Starting in Adobe Acrobat</p> <ul style="list-style-type: none">• Opening an Acrobat Document• The Acrobat Work Area• Toolbars and the Navigation Pane• Viewing and Navigating PDF Documents• Creating PDF Documents <p>Module 2 – Creating PDF Documents</p> <ul style="list-style-type: none">• Converting Files to PDF in Adobe Acrobat• Combining Multiple Files into One Document• Appending Documents• Creating PDF Documents from within Microsoft Office• Conversion Settings• Creating PDF Documents by Scanning• Understanding OCR• Saving Options <p>Module 3 – Navigating and Organizing</p> <ul style="list-style-type: none">• Creating and Modifying Bookmarks• Organizing Bookmarks• Using the Pages Tab• Working with Thumbnails• Inserting and Deleting Pages• Changing Page Order• Creating Links• Using the Search Command <p>Module 4 – Commenting and Reviewing</p> <ul style="list-style-type: none">• Displaying the Commenting and Reviewing Toolbar• Using Commenting Tools to Markup the Document• Creating a Digital Identity for use with Dynamic Stamps• Setting up an Email Review• Enabling Reader Rights• Replying to Comments• Using the Review Tracker• Managing Comments with the Comments Tab <p>Module 5 – The Finishing Touches</p> <ul style="list-style-type: none">• Modifying PDF Documents• Formatting Text• Using the Typewriter Tool• Adding Headers, Footers, and Page Numbering• Printing Options	<p>Module 1 – Creating Interactive Forms in Adobe LiveCycle Designer</p> <ul style="list-style-type: none">• About Adobe LiveCycle Designer• Starting LiveCycle Designer• Understanding the Workspace• Working with Palettes• Form Design Choices• Creating a Form from a LiveCycle Template• Creating a Form from a PDF File <p>Module 2 – Designing Your Own Form</p> <ul style="list-style-type: none">• Starting a Blank Form• Using the Layout Grid• Adding Form Objects• Previewing the Form• Adding Text Fields• Creating a Comment Area• Creating Date Fields• Inserting a Table for Structure• Adding List Fields• Creating Calculations• Making Multiple Copies of Form Fields• Creating Check Boxes and Radio Buttons• Creating Submit, Reset, and Print Buttons• Modifying Form Field Options• Using Forms• Editing Forms in Acrobat• Setting Tab Order <p>Module 3 – Form Distribution and Tracking</p> <ul style="list-style-type: none">• Setting User Permissions• Enabling Reader Rights• Distributing Forms via Email• Using the Forms Tracker• Compiling Forms Data• Organizing Form Data in a Spreadsheet <p>Module 4 – Document Security</p> <ul style="list-style-type: none">• About Document Security• Acrobat Password Security• Examine PDF Documents for Hidden Data• Digital Signatures• Using the Signatures Tab