

ACROBAT 9

FOR BUSINESS PROFESSIONALS

ACE

Training Pte Ltd

SDF approved!

Course synopsis

In today's world, PDF documents are commonplace amongst our myriad of files. And Adobe Acrobat is a highly used software in the business arena where we convert files to PDF documents. You might ask, isn't Acrobat as simple as clicking File, Print? You couldn't be more wrong as there's lots more to it!

This course will empower you with the knowledge to not only prepare PDF documents, but also to optimise and edit PDF documents, modify and edit contents, review and add comments, convert paper forms to electronic forms well as add better protection to your sensitive data with the improved security feature!

Come join us in this spectacular journey as we uncover what has made Acrobat so successful in the business environment! Transform your ordinary PDF documents into extraordinary ones TODAY!

What you are going to learn

Acrobat 9 essentials

- Acrobat 9 interface and workflow
- Customising toolbars to organise workspace
- Scrolling document automatically for easy reading

Creating and Optimizing PDF document

- Choosing appropriate conversion methods to create a PDF file
- Converting scanned PDF to editable PDF
- Reducing PDF document file size

Multiple files, one PDF document

- Combine files from multiple applications into a single, polished PDF portfolio
- Merge files from multiple applications into a single PDF document

Touching up and Modifying

- Add or edit text with the TouchUp Text tool
- Using the TouchUp Object tool to modify page contents
- Unifying PDF document with headers, footers and watermarks

Reviewing and Commenting

- Use familiar commenting tools including sticky notes, highlighter, lines and shapes
- Creating a customised stamp
- Compile comments from all reviewers into a single PDF document
- Highlight text and image differences using the compare documents feature
- Enable Adobe Reader users to participate in reviews with commenting and markup tools

Creating and Managing e-forms

- Creating electronic forms with Form Wizard
- Exporting form data to spreadsheet
- Enable Adobe Reader users to fill in and save form data

Securing your Information

- Protecting PDF documents with new 256-bit password encryption
- Applying restrictions on printing, copying and altering PDF documents
- Permanently delete sensitive information

Duration

1 day (9am - 6pm)

Fee

\$240 (before SDF funding)

WHY choose ACE?

- You enjoy greater savings because ACE Training Pte Ltd is not GST registered
- The Top 20 companies that use Adobe products were trained by ACE
- You will receive unlimited email/phone support from your instructors



With ACE, there's Never a Dull Moment

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