



Adobe Acrobat Pro DC Introduction

Overview: This course is for individuals who are new to Adobe Acrobat Pro, but need to create and share PDF files and PDF portfolios. Students should have some experience using office productivity applications, such as a word processor, a multimedia presentation application, or a spreadsheet application.

Course Length: One Day

Course Content

Lesson 1: Accessing PDF Documents

Open a PDF Document
Browse a PDF Document

Lesson 2: Creating and Saving PDF Documents

Create and Save a PDF Document from an Existing Document
Create a PDF Document from a Web Page
Combine Multiple PDF Documents

Lesson 3: Navigating Content in a PDF Document

Perform a Search in a PDF Document
Search Multiple PDF Documents
Work with Bookmarks
Create Links and Buttons

Lesson 4: Modifying PDF Documents

Manipulate PDF Document Pages
Edit Content in a PDF Document
Add Page Elements

Lesson 5: Reviewing PDF Documents

Add Comments and Markup
Compare PDF Documents
Initiate and Manage a Review
Digitally Sign PDF Documents

Lesson 6: Converting PDF Files

Reduce the File Size of a PDF Document
Optimize PDF Files
Convert and Reuse PDF Document Content

Appendix A: Acrobat Pro DC on Touchscreen Devices