

Module 1: Getting Starting in Adobe Acrobat

- Opening an Acrobat Document
- The Acrobat Workspace
- The Home View
- Managing the Recent Files List
- Managing Sent Files
- The Tools View
- The Document View
- Toolbars
- Using the Navigation Pane
- Viewing and Navigating PDF Documents
- Working with Page Views
- Changing Page Navigation

Module 2: Creating PDF Documents

- 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
- Recognize Text in Scanned Documents
- Correcting Scanned Documents
- Saving Options

Module 3: Document Modification & Organization

- Creating and Modifying Bookmarks
- Organizing Bookmarks
- Using the Pages Tab
- Working with Thumbnails
- Using the Expanded View
- Changing Page Magnification
- Inserting and Deleting Pages
- Changing Page Order
- Using the Pages Task Pane
- Using Find & Replace
- Using Full Acrobat Search
- Creating Links & Setting Properties
- Modifying PDF Documents
- Headers and Footers
- Page Numbering
- Exporting PDF Files
- Printing Options

Module 4 – Commenting and Reviewing

- Displaying the Commenting and Reviewing Toolbar
- Adding Sticky Notes
- Using Preset Stamps
- Creating a Digital Identity for use with Dynamic Stamps
- Marking up a Document
- Managing Comments
- Setting up an Email Review
- Enabling Reader Rights
- Replying to Comments
- Using the Review Tracker