

**Module 1: Getting Started 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
- Displaying Additional Toolbars
- Modifying Quick Tools
- Using the Navigation Pane
- Viewing and Navigating PDF Documents
- Working with Page Views
- Changing Page Navigation
- Navigating with Bookmarks
- Using Read Mode

**Module 2: Creating PDF Documents**

- Converting Single Files to PDF in Adobe Acrobat
- Combining Multiple Files into One PDF Document
- Adding Pages to an Existing PDF
- Appending Documents
- Creating PDF Documents from within Microsoft Office
- Conversion Settings
- Understanding the Print to PDF Option
- Creating PDF Documents by Scanning
- Recognize Text in Scanned Documents
- Correcting & Optimizing Scanned Documents
- Saving Options
- Reducing File Size

**Module 3: Document Modification & Organization**

- Bookmarks
  - Creating
  - Modifying
  - Formatting
  - Deleting
  - Organizing
- Page Panel Options
  - Working with Thumbnails
  - Using the Expanded View
  - Changing Page Magnification
  - Inserting and Deleting Pages
  - Changing Page Order
  - Rotating Pages
  - Extracting Pages
  - Replacing Pages
- 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
- E-Signatures