



## Course Outline

### ***Adobe Acrobat DC: Introduction***

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**Days:** 1

**Course Objectives:**

In this course, you will create and work with PDF documents. You will:

- Access information in a PDF document.
- Create and save PDF documents.
- Navigate content in a PDF document.
- Modify PDF documents.
- Review PDF documents.
- Convert PDF documents.

**Target Student:**

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.

**Prerequisites:** Basic Windows skills, comfortable with MS Office programs like Word and Excel.

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**Course Content:**

**Unit 1: Accessing PDF Documents**

- Open a PDF Document
- Browse a PDF Document

- Create Links and Buttons

**Unit 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

**Unit 3: Navigating Content in a PDF Document**

- Perform a Search in a PDF Document
- Search Multiple PDF Documents
- Work with Bookmarks



#### **Unit 4: Modifying PDF Documents**

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

#### **Unit 5: Reviewing PDF Documents**

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

#### **Unit 6: Converting PDF Files**

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