



Adobe Acrobat Introduction

Accessing Information In PDF Documents

- Browse Through a PDF Document
- Navigate to Specific Content Within a PDF Document
- Conduct a Simple Search
- Export Content from a PDF Document

Creating PDF Documents

- Create PDF Documents from Word Documents
- Create PDF Documents Using the Print Command
- Create PDF Documents from HTML Documents
- Create a PDF Document from Multiple Files

Modifying PDF Documents

- Arrange PDF Document Pages
- Add Headers & Footers
- Customize Page Numbering

Implementing E-mail-Based Reviews

- Initiate an E-mail-based Review
- Participate in an E-mail-based Review

Adding PDF Navigation Aids

- Add Bookmarks
- Add Text Links
- Create Links to Named Destinations
- Add Articles

Creating Document Collections

- Specify Access to Documents in a Collection
- Search a Document Collection

Reviewing Documents

- Choose a Collaboration Workflow
- Prepare a PDF Document for Review
- Digitally Sign a Document
- Add Comments & Markups to a PDF Document
- Comments from Multiple Reviewers

Implementing Browser-Based Reviews

- Set Up a Browser-based Review
- Participate in a Browser-based Review