



## Adobe Acrobat Basic Course Outline



### **Accessing a PDF Document**

Open a PDF Document  
Explore the Adobe Acrobat 9 Pro Interface  
Browse Through a PDF Document

### **Creating PDF Documents**

Create a PDF Document Using Microsoft Applications  
Create a PDF Document Using the Print Command  
Create a PDF Document from Web Pages  
Create a PDF Document Using Email Applications  
Create a PDF Document Using Acrobat

### **Navigating to Specific Content in a PDF Document**

Conduct a Simple Search  
Use Bookmarks  
Work with Links  
Define Articles

### **Modifying PDF Documents**

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

### **Working with Multiple PDF Documents**

Organize PDF Documents into a Collection  
Redact PDF Documents  
Search Multiple PDF Documents

### **Reviewing a PDF Document**

Initiate a Review  
Review a PDF Document  
Compare PDF Documents

### **Validating a PDF Document**

Sign a PDF Document Digitally  
Verify a Digital ID