



*Are you a pencil pusher trapped in a computer?  
We can help!*

**M J H COMPUTER TRAINING**

[www.mjhtraining.com](http://www.mjhtraining.com)

[m.herman@sasktel.net](mailto:m.herman@sasktel.net)

☎ 306 . 242-2231 (Office)

☎ 306 . 220-5112 (Cell)

# Adobe® Acrobat® Pro DC

## Course Length:

1 day

## Course Content

### Lesson 1: Accessing PDF Documents

**Topic A:** Open a PDF Document

**Topic B:** Browse a PDF Document

### Lesson 2: Creating and Saving PDF Documents

**Topic A:** Create and Save a PDF Document from an Existing Document

**Topic B:** Create a PDF Document from a Web Page

**Topic C:** Combine Multiple PDF Documents

### Lesson 3: Navigating Content in a PDF Document

**Topic A:** Perform a Search in a PDF Document

**Topic B:** Search Multiple PDF Documents

**Topic C:** Work with Bookmarks

**Topic D:** Create Links and Buttons

### Lesson 4: Modifying PDF Documents

**Topic A:** Manipulate PDF Document Pages

**Topic B:** Edit Content in a PDF Document

**Topic C:** Add Page Elements

### Lesson 5: Reviewing PDF Documents

**Topic A:** Add Comments and Markup

**Topic B:** Compare PDF Documents

**Topic C:** Initiate and Manage a Review

**Topic D:** Digitally Sign PDF Documents

### Lesson 6: Converting PDF Files

**Topic A:** Reduce the File Size of a PDF Document

**Topic B:** Optimize PDF Files

**Topic C:** Convert and Reuse PDF Document Content

### Appendix A: Acrobat Pro DC on Touchscreen Devices