

Accessing PDF Documents

- Explore the Adobe Acrobat Pro Interface
- Browse Through PDF Documents

Creating PDF Documents

- Create PDF Documents from a File
- Create a PDF Document Using the Print Command
- Create a PDF Document from Web Pages
- Create a PDF Document Using Acrobat

Specific Content in a PDF Document

- Bookmarks
- Work with Links
- Extract Content from a PDF Document
- Compare PDF Documents

Converting PDF Files

- Optimize PDF Files
- Convert PDF Files to Other Formats

Manipulating pdf documents

- Inserting, Deleting, Replacing, & Extracting Pages
- Adding Headers & Footers
- Adding Background Images & Watermarks
- Adding Hyperlinks
- Adding Movies & Flash Components
- Adding Navigation Elements
- Adding Page Transitions to an Interactive Slide Show
- Editing Text & Graphics
- Comparing Two PDF Documents
- Redacting PDF Content

Commenting & review

- Using the Text Commenting Tools
- Using the Drawing Commenting Tools
- Working with Comments
- Sending a Document for Review
- Working with Review Tracker
- Enabling Usage Rights in Adobe Reader
- Exporting & Importing Comments
- Credits

Forms:

- Converting a PDF to a Fillable Form
- Creating a Form from a Scanned Document
- Creating Text Fields
- Adding Check Boxes & Radio Buttons
- Creating a List Box
- Setting Up Calculation Fields
- Adding a Submit Button
- Adding a Reset Button
- Using PDF Forms in Adobe Reader
- Distributing Forms via Email
- Exporting Form Data to Different Formats
- Setting Tab Order in PDF Forms
- Collecting Form Data
 - Settings for Acrobat Readers.
 - Inserting a QR codes

Digital Signatures:

- Selecting a signature handler;
- Configuring profiles in Acrobat Self-Sign Security;
- Modifying password options;
- Adding an image as a signature;
- Using signatures.