

Lesson 1: Accessing Information in PDF Documents

- Topic 1A: Browse Through a PDF Document
- Topic 1B: Navigate to Specific Content Within a PDF Document
- Topic 1C: Conduct a Simple Search
- Topic 1D: Export Content from a PDF Document

Lesson 2: Creating PDF Documents

- Topic 2A: Create PDF Documents from Word Documents
- Topic 2B: Create PDF Documents Using the Print Command
- Topic 2C: Create a PDF Document from Multiple Files
- Topic 2D: Create PDF Documents from HTML Documents

Lesson 3: Modifying PDF Documents

- Topic 3A: Arrange PDF Document Pages
- Topic 3B: Add Headers and Footers
- Topic 3C: Customize Page Numbering

Lesson 4: Adding PDF Navigation Aids

- Topic 4A: Add Bookmarks
- Topic 4B: Add Text Links
- Topic 4C: Create Links to Named Destinations
- Topic 4D: Add Articles

Lesson 5: Creating Document Collections

- Topic 5A: Specify Access to Documents in a Collection
- Topic 5B: Search a Document Collection

Lesson 6: Reviewing Documents

- Topic 6A: Choose a Collaboration Workflow
- Topic 6B: Prepare a PDF Document for Review
- Topic 6C: Digitally Sign a Document
- Topic 6D: Add Comments and Markups to a PDF Document
- Topic 6E: Compile and View Document Comments from Multiple Reviewers