

# Adobe Acrobat 8 Course Content

## **An Acrobat Overview**

What you see on screen  
Page Layout Views  
Tools and Toolbars  
Navigation Panes

## **Creating PDF Documents**

From Word documents  
From Excel spreadsheets  
From Web pages  
From E-mail applications

## **Modifying PDF Documents**

Inserting, Extracting and Replacing pages  
Editing Content  
Headers and Footers  
Customising Page Numbering

## **PDF Navigation**

Bookmarks  
Links  
Articles

## **Organising Multiple PDF Documents**

Document Collections  
Document Security  
Advanced Search Options

## **Reviewing a PDF Document**

Collaboration Workflows  
Adding Comments  
Stamps  
Watermarks  
Backgrounds  
Digital Signatures