COURSE SYLLABUS

Adobe Acrobat Introduction (Self-Paced)

Learn how to review PDFs, convert scans into searchable documents, prepare files for signature, and use Acrobat AI tools to improve document workflows.

Group classes (Live Online) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.nobledesktop.com/classes/adobe-acrobat-introduction-online



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Course Outline

1. Setup and Orientation

- Confirm Acrobat Pro access and Adobe sign-in.
- Organize course files and review the basic PDF workflow, including opening, saving, and exporting files.
- Tour the Acrobat interface, including the Tools panel, document view, and supporting panels.

2. Acrobat Fundamentals (Navigation & Search)

- Understand the differences between Acrobat, Reader, and the web experience.
- Navigate PDFs using the pages panel, thumbnails, and bookmarks.
- Adjust zoom, page display modes, and reading views for easier document review.
- Search within a PDF and use advanced search across multiple PDFs.
- Recognize the difference between text-based PDFs and scanned or image-only PDFs.

3. Review and Commenting (Core Workflow)

- Use the Comment toolset, including highlight, underline, strikethrough, sticky notes, text comments, drawing tools, and stamps.
- Work in the Comments panel to sort, filter, reply to, and manage comments.
- Apply annotation best practices for clear, actionable, and consistent feedback.

4. Document Comparison and Version Control

- Use practical file naming and versioning conventions.
- Compare files to detect changes between document versions.
- Interpret comparison results and resolve discrepancies.
- Apply review notes to revised documents more efficiently.

5. Scan and OCR Fundamentals

- Review scan-to-PDF workflows and common scan repair needs.
- Enhance scanned PDFs by straightening pages, cleaning backgrounds, improving contrast, and reducing noise.
- Use Recognize Text to make PDFs searchable and selectable.
- Consider language settings and OCR accuracy when working with scanned files.

- Spot-check OCR results and correct common errors.
- Save and optimize OCR documents for sharing.

6. Signatures and Approval Workflows

- Understand signature options in Acrobat, including Fill & Sign and Request e-signatures.
- Prepare a document for signing with signature and date fields.
- Guide recipients through the signing process.
- Manage signed files and store finalized copies using good document practices.

7. Forms (Intro Level)

- Identify common use cases for Acrobat forms.
- Use Prepare a Form with auto-detection and manual field creation.
- Create and organize text fields, checkboxes, and dropdowns.
- Apply alignment and consistent naming for form fields.
- Test and distribute a fillable PDF.

8. Acrobat AI Workflows (Practical Use)

- Use AI to summarize long PDFs and identify key points.
- Extract action items, checklists, and open questions during document review.
- Verify AI responses by locating the supporting source passage or page.
- Use Acrobat AI responsibly with attention to document type, sensitivity, and quality control.

9. Workflow Integration and Wrap-Up

- Practice a repeatable Acrobat workflow from review to revision, OCR, signing, and archiving or sharing.
- Complete exercises that combine commenting, scan repair, signatures, and AI-assisted review.
- Review final deliverables and identify ways to apply the workflow to future PDF tasks.