

Section/Lesson/Topic	Section Name	Change Type
	<b>Global</b>	<ul style="list-style-type: none"> <li>Updated screenshots/images throughout entire course.</li> </ul>
	Course Instructor Info	<ul style="list-style-type: none"> <li>Updated Course-Specific Technical Requirements—Changes to both Hardware and Software sections.</li> <li>Updated Setting Up the Course.</li> </ul>
	About This Course	<ul style="list-style-type: none"> <li>Updated Course Prerequisites.</li> </ul>
Lesson 1, Topic A	Adobe Acrobat Pro DC	<ul style="list-style-type: none"> <li>Added supporting block, Adobe Reader DC (moved from PDF section), which was updated with new Instructor Note, sentence about capabilities, and URL.</li> </ul>
	PDF	<ul style="list-style-type: none"> <li>Moved Adobe Reader supporting block to previous Adobe Acrobat Pro DC section.</li> </ul>
	The Home View	<ul style="list-style-type: none"> <li>Added new 2<sup>nd</sup> para.</li> <li>In 3<sup>rd</sup> para, added “OneDrive, Dropbox, Box, or Google Drive” and changed “Storage” section to “FILES” section.</li> <li>Updated content in Student Note.</li> </ul>
	The Acrobat Pro Document View	<ul style="list-style-type: none"> <li>Renamed as <b>The Document View</b> to be consistent with how the other views are named in the course.</li> <li>Updated the Student Note.</li> </ul>
	Tools Center	<ul style="list-style-type: none"> <li>Renamed KB to <b>Tools View</b>, also moved to follow The Document View.</li> <li>Removed Slide 1 of 2 in accompanying OV.</li> </ul>
	Toolbars	<ul style="list-style-type: none"> <li>Updated the Page Controls toolbar para, changed default from just floating to docked or floating.</li> </ul>
	Task Panes	<ul style="list-style-type: none"> <li>Added new 2<sup>nd</sup> paragraph.</li> </ul>
	How to Open an Existing PDF Document	<ul style="list-style-type: none"> <li>Updated steps in How to Open an Existing PDF Document from a Particular Location.</li> <li>Updated How to Open a Recently Opened Document: updated Steps 2 and 3 to reflect new version layout.</li> </ul>
	Activity: Opening a PDF Document	<ul style="list-style-type: none"> <li>Updated Step 4 to File→Close File.</li> </ul>
Lesson 1, Topic B	Navigation Panels	<ul style="list-style-type: none"> <li>Updated the table in Other Navigation Panels supporting block.</li> </ul>
	PDF Page Display Views	<ul style="list-style-type: none"> <li>Added figure from the slide.</li> </ul>
	The Read Mode	<ul style="list-style-type: none"> <li>Added new 2<sup>nd</sup> paragraph and updated the 2<sup>nd</sup> Student Note.</li> <li>Added figure from the slide.</li> </ul>
	The Semi-Transparent Floating Toolbar	<ul style="list-style-type: none"> <li>Updated the image in the figure/slide.</li> </ul>
	The Full Screen Mode	<ul style="list-style-type: none"> <li>Added new 2<sup>nd</sup> paragraph.</li> </ul>

	The Select Tool and the Hand Tool	<ul style="list-style-type: none"> <li>• Last sentence in first paragraph, changed from <b>Select</b> to <b>Hand</b> tool as the default.</li> <li>• In the table, updated description for Follow Hyperlink.</li> </ul>
	Activity: Browsing a PDF Document	<ul style="list-style-type: none"> <li>• Added new substep 1b.</li> <li>• Added new substep 6a.</li> </ul>
Lesson 1 Summary		<ul style="list-style-type: none"> <li>• Replaced “understand the” with “used” in the 3<sup>rd</sup> sentence.</li> <li>• Updated response to 2<sup>nd</sup> Reflective Question.</li> </ul>
Lesson 2, Topic A	Introduction	<ul style="list-style-type: none"> <li>• In 1<sup>st</sup> para, updated last sentence.</li> </ul>
	The Create PDF Tool	<ul style="list-style-type: none"> <li>• In 1<sup>st</sup> para, last sentence, changed from “with a blank page” to “containing just a blank page”.</li> <li>• Added callouts to the figure/slide.</li> </ul>
	Acrobat PDFMaker	<ul style="list-style-type: none"> <li>• Changed “Lotus Notes” to “HCL Notes”.</li> <li>• Updated figure and caption.</li> <li>• Updated URL in first Student Note.</li> </ul>
	Other PDF Creation Options	<ul style="list-style-type: none"> <li>• Updated content.</li> <li>• Added slide in OV.</li> </ul>
	How to Create and Save a PDF Document from an Existing Document	<ul style="list-style-type: none"> <li>• Updated How to Create a PDF Document Using Acrobat PDFMaker in Microsoft Word, Step 3.</li> <li>• Updated How to Create a PDF Document from the Clipboard, Steps 3-4.</li> <li>• Updated How to Create a PDF Document by Scanning a Physical Document, Steps 3-6.</li> </ul>
	Activity: Creating and Saving PDF Documents	<ul style="list-style-type: none"> <li>• Updated Step 1 including substeps.</li> <li>• Updated Step 4 including substeps.</li> <li>• Updated Step 6a to File→Close File.</li> </ul>
Lesson 2, Topic B	The Adobe Acrobat Create PDF Toolbar	<ul style="list-style-type: none"> <li>• Renamed to <b>The Adobe Acrobat Create PDF Feature in Web Browsers</b>.</li> <li>• Updated IE note – added 2<sup>nd</sup> sentence.</li> <li>• Updated 1<sup>st</sup> para and added bulleted list.</li> <li>• Updated figure and caption to show toolbar in Internet Explorer and extension in Chrome.</li> <li>• Table and lead-in to table moved to new supporting block “The Internet Explorer Adobe Acrobat Create PDF Toolbar”.</li> </ul>
	The Advanced Selection Feature	<ul style="list-style-type: none"> <li>• Retitled to <b>The Internet Explorer Advanced Selection Feature</b> and demoted to a supporting block under retitled <b>The Adobe Acrobat Create PDF Feature in Web Browsers</b>.</li> </ul>
	How to Create PDF Documents from Web Pages	<ul style="list-style-type: none"> <li>• Updated How to Convert Web Pages to PDF Documents in the Internet Explorer Web Browser, Step 2.</li> </ul>

		<ul style="list-style-type: none"> <li>Added new procedures on How to Convert Web Pages to PDF Documents in the Google Chrome Web Browser and How to Convert Web Pages to PDF Documents in the Microsoft Edge and Firefox Web Browsers.</li> </ul>
	Activity: Creating PDF Documents from Web Pages	<ul style="list-style-type: none"> <li>Deleted Before You Begin section.</li> <li>Updated entire activity.</li> </ul>
Lesson 2, Topic C	The Combine Files Tool	<ul style="list-style-type: none"> <li>Fixed 2<sup>nd</sup> sentence in 2<sup>nd</sup> paragraph to end with “File Explorer”.</li> <li>Updated 3<sup>rd</sup> paragraph.</li> <li>Updated some callouts in image in figure/slide.</li> <li>Added 2<sup>nd</sup> Student Note.</li> <li>Updated table.</li> </ul>
	Activity: Combining PDF Documents	<ul style="list-style-type: none"> <li>Updated Steps 1 and 7.</li> </ul>
	PDF Portfolios	<ul style="list-style-type: none"> <li>Updated the Student Note.</li> </ul>
	The Create PDF Portfolio Dialog Box	<ul style="list-style-type: none"> <li>Added “or from the menu selecting File→Create→PDF Portfolio”.</li> </ul>
	The PDF Portfolio Window	<ul style="list-style-type: none"> <li>Moved Preview File view into the table and added new Student Note.</li> </ul>
	Portfolio Folders	<ul style="list-style-type: none"> <li>Updated figure caption.</li> </ul>
	How to Create and Work with PDF Portfolios	<ul style="list-style-type: none"> <li>Updated How to Arrange Items in a PDF Portfolio, 2<sup>nd</sup> level bullet changed from Sort to <b>Sort by</b>.</li> <li>Updated How to Add Cover Sheet to a PDF Portfolio, deleted Step 4.</li> </ul>
	Activity: Creating PDF Portfolios	<ul style="list-style-type: none"> <li>Removed underscores from file names within Activity.</li> <li>Deleted Instructor Note referring to Flash.</li> </ul>
Mastery Builder	Creating a PDF Portfolio	<ul style="list-style-type: none"> <li>Removed underscores from file names in Mastery Builder.</li> <li>Removed “2013 or 2016” from Steps 4 and 7.</li> <li>Updated solution file.</li> </ul>
Lesson 3, Topic A	The Find Toolbar	<ul style="list-style-type: none"> <li>Added additional option to display toolbar, “or by pressing Ctrl+F”.</li> <li>Updated figure caption.</li> </ul>
	How to Perform a Search in a PDF Document	<ul style="list-style-type: none"> <li>Updated How to Search a Single PDF Document, Steps 2 and 3a.</li> <li>Updated How to Use the Replace with Feature, Step 2.</li> <li>Deleted procedure on How to Search an Embedded Index.</li> </ul>
	Glossary	<ul style="list-style-type: none"> <li>Updated per changes made to lesson content.</li> </ul>
Course Files	PowerPoints	<ul style="list-style-type: none"> <li>Updated screenshots in all OVs per changes made to lesson content.</li> </ul>
	Assessment and Data Files	<ul style="list-style-type: none"> <li>Updated per changes made to lesson content.</li> </ul>