

Released May 2021

Section/Lesson/Topic	Section Name	Change Type
	Global	<ul style="list-style-type: none"> Updated screenshots/images throughout entire course.
	Course Instructor Info	<ul style="list-style-type: none"> Course-Specific Technical Requirements—Updates to both Hardware and Software sections. Setting Up the Course updated.
Lesson 1, Topic A	Quick Tools	<ul style="list-style-type: none"> Added Fill & Sign and Edit PDF tools to para.
	How to Customize the Toolbars	<ul style="list-style-type: none"> Updated procedure on Customize the Common Tools Toolbar, Step 4.
	Activity: Customizing the Toolbars	<ul style="list-style-type: none"> Removed Before You Begin section. Added new Step 1 to open Acrobat.
Lesson 1, Topic B	Tool Sets	<ul style="list-style-type: none"> Updated figure caption.
	Task Panes	<ul style="list-style-type: none"> Updated first para, regarding how task pane is sometimes referred to as the “context pane”. Added new 2nd para. Updated figure caption.
	Activity: Creating a Custom Tool Set	<ul style="list-style-type: none"> Updated Step 3c: added: “and select Save”.
	Summary	<ul style="list-style-type: none"> Added last sentence to para.
Lesson 2, Topic A		<ul style="list-style-type: none"> Retitled topic: Create PDF Documents from CAD Drawings.
	Autodesk AutoCAD	<ul style="list-style-type: none"> Removed “Support for AutoCAD 2015” supporting block.
	NEW: AutoCAD Files in the Create PDF Tool	<ul style="list-style-type: none"> Added new section and accompanying slide.
	Microsoft Office Visio Professional	<ul style="list-style-type: none"> Added 2nd paragraph.
	Activity: Creating a PDF Document from an AutoCAD Drawing	<ul style="list-style-type: none"> Updated Before You Begin. Updated Step 2f.
Lesson 2, Topic B	The Loupe Tool	<ul style="list-style-type: none"> Added new 2nd paragraph and figure.
	The Pan & Zoom Window	<ul style="list-style-type: none"> Added new 2nd paragraph. Updated figure caption.
	Measurement Tools	<ul style="list-style-type: none"> Renamed Measuring Tool. Updates to 1st and 2nd full paras. Figure and caption updated.

	Activity: Measuring Technical Drawings	<ul style="list-style-type: none"> Deleted image from 5c.
Mastery Builder	Creating PDFs from Technical Documents	<ul style="list-style-type: none"> Updated Data Files. Updated Step 4.
Lesson 3, Topic A	Embedded Multimedia Types	<ul style="list-style-type: none"> Entire section updated, including accompanying slide. Added Instructor Note that Flash is no longer supported.
	The Multimedia Options	<ul style="list-style-type: none"> Updated table to remove “Add Flash” row. Removed Student Note regarding FLV and FV4 files. Added an Instructor Note that if students have Flash video files, they will need to convert them to another format in order to use them.
	The Edit Dialog Box	<ul style="list-style-type: none"> Updated table to remove SWF row. Added new figure and updated accompanying slide.
	How to Embed Multimedia in a PDF Document	<ul style="list-style-type: none"> Updated procedure on How to Add a Media File--removed “Add SWF”.
	Activity: Embedding Multimedia Files	<ul style="list-style-type: none"> Updated Data Files. Added new Step 3. Old Step 3, added new Instructor Note and updated substep b. Old Step 4, added new substep h. Updated old Step 5, including substeps.
Lesson 3, Topic B	The Accessibility Options	<ul style="list-style-type: none"> Retitled as The Accessibility Setup Assistant. Slides updated and added additional slide to OV (now 3 slides). Deleted last row in table.
	Reading Order	<ul style="list-style-type: none"> Added new figure and slide.
	The Touch Up Reading Order Dialog Box	<ul style="list-style-type: none"> Retitled as The Reading Order Dialog Box. Deleted figure and replaced table in slide with image. Updated second row in table.
	Reading Preferences	<ul style="list-style-type: none"> Added figure and slide.
	Accessibility Check	<ul style="list-style-type: none"> Changed Full Check to Accessibility Check command and added “in the Accessibility task pane”.
	How to Enhance PDF Document Accessibility	<ul style="list-style-type: none"> Updated How to Add Tags to a Document, Steps 6 and 7d. Updated How to Check a PDF for Accessibility, Step 3. Updated How to Set Reading Preferences, Step 3, Forms bullet. Updated How to Set Reading Order, Steps 3 and 8.

	Activity: Enhancing PDF Document Accessibility	<ul style="list-style-type: none"> Updated Step 1a. Updated Step 2, including substeps.
Lesson 3, Topic C	Activity: Using an Action	<ul style="list-style-type: none"> Step 3a: changed to include the dialog box name and the field name (Language).
	How to Create and Manage Actions	<ul style="list-style-type: none"> Updated How to Create an Action, Steps 9-11.
	Activity: Creating an Action	<ul style="list-style-type: none"> Step 5c: changed to use the Insert Date button rather than typing the date.
Lesson 3, Topic D	Protection Options	<ul style="list-style-type: none"> Added figure and slide.
	Security Methods	<ul style="list-style-type: none"> Updated Security Policies supporting block: in table, deleted “This policy uses the Adobe LiveCycle Rights Management ES4 solution.” As LiveCycle is no longer available. Removed references to LearnTO Create PDF Files Using Standard Security Guidelines (as it also refers to Adobe LiveCycle Rights Management).
	Types of Certificate-Based Signatures	<ul style="list-style-type: none"> Updated Student Note.
	The Adobe LiveCycle Rights Management Server	<ul style="list-style-type: none"> Retitled as Adobe Experience Manager – Forms Server (Document Security). Section entirely rewritten to address the replacement product.
	The Remove Hidden Information Options	<ul style="list-style-type: none"> Section updated, as well as a new figure and slide. Removed the paragraph about Sanitize Document feature and moved to a separate new section.
	Redaction	<ul style="list-style-type: none"> Image updated. Moved Auto-Append File Name supporting block to new Apply Tool section.
	Redaction Options	<ul style="list-style-type: none"> Entire section updated, including new figure.
	NEW: Apply Tool	<ul style="list-style-type: none"> Added new section and accompanying figure/slide.
	NEW: Sanitize Document	<ul style="list-style-type: none"> New section including figure/slide. Content moved here from Remove Hidden Information Options section.
	How to Manage the Security of PDF Documents	<ul style="list-style-type: none"> Updated several steps in How to Redact Sensitive Content. Updated How to Remove Hidden Information from a Document, Steps 1 & 2. Added new procedure on How to Sanitize a Document.
	Activity: Managing the Security of PDF Documents	<ul style="list-style-type: none"> Updated Steps 1-3.
Mastery Builder	Enhancing PDF Documents	<ul style="list-style-type: none"> Updated Step 2b, changed Full Check to Accessibility Check.

Lesson 4, Topic A	The Form Creation Process	<ul style="list-style-type: none"> Updated Stage 1.
	The Prepare Form Tool Set	<ul style="list-style-type: none"> Retitled as Interactive Form Creation. Added new Instructor Note. Deleted Student Notes at end of section.
	The Prepare Form Tool Set	<ul style="list-style-type: none"> New content and accompanying figure/slide (the old section with this title was retitled Interactive Form Creation).
	Form Elements	<ul style="list-style-type: none"> Added new supporting block, Header and Footer (formerly Header section).
	The Form Editing Mode	<ul style="list-style-type: none"> Retitled as The Prepare Form Context Pane. Updated 2nd para and figure.
	Header	<ul style="list-style-type: none"> Deleted section and moved content to a supporting block in Form Elements.
	How to Create a Form from an Existing Document	<ul style="list-style-type: none"> Updated Step 3. Added new step 4. Updated old steps 5, 7, and 8.
	Activity: Creating a Form in the Form Editor	<ul style="list-style-type: none"> Updated Step 1c (name of the screen). Added new Step 4g to resize the text box.
Lesson 4, Topic B	The Fill and Sign Tool Set	<ul style="list-style-type: none"> Added “non-interactive” to first sentence. Updated last sentence with “Sign yourself and Request signatures tools” (was the Sign tool).
	Adobe Document Cloud	<ul style="list-style-type: none"> Updated entire section, including new figure/slide.
	Compiling and Managing PDF Form Data (Optional)	<ul style="list-style-type: none"> Deleted Data File section and updated Before You Begin. Added “Sender” and “Recipient” to main steps as needed throughout activity. Updated Step 1 substeps. Updated Step 3 substeps. Step 4c: Select Email Client is now “Send Email dialog box”. Updated substeps 5b, d, and added new substep e. Added new Step 6 and updated old Step 6.
	Summary	<ul style="list-style-type: none"> Updated para.
Lesson 5, Topic C	Activity: Performing Preflight on a PDF Document	<ul style="list-style-type: none"> Updated Step 1e. Updated Steps 2n and p Updated Step 3g.

Lesson 5, Topic D	NEW: ISO PDF Standards	<ul style="list-style-type: none"> Added new section with figure/slide (image moved from The PDF/X Standard section).
	The PDF/X Standard	<ul style="list-style-type: none"> Figure moved to new section ISO PDF Standards. Added new Instructor Note and table.
	The PDF/A Standard	<ul style="list-style-type: none"> Updated content, including table.
	The PDF/E Standard	<ul style="list-style-type: none"> Updated content.
	Acrobat Distiller	<ul style="list-style-type: none"> Changed PDF/A archival to PDF/A-1b, PDF/X-1a, and PDF/X-3. Added 2nd paragraph with bulleted list. Updated Watched Folders supporting block.
	How to Create PDF/X, PDF/A, and PDF/E Compliant Files	<ul style="list-style-type: none"> Updated Steps 9, 10, 11 and 14.
	Activity: Creating PDF/X, PDF/A, and PDF/E Compliant Files	<ul style="list-style-type: none"> Updated Scenario. Removed Instructor Note about using solutions file instead of doing the PhotoShop step (removed PhotoShop from activity/course). Deleted Steps 1l and m. Added new Step 2. Old Step 2 completely rewritten to not require PhotoShop. Old Step 3, updated substeps and deleted Student Note.
Lesson 5, Topic E	Ink Manager	<ul style="list-style-type: none"> Added “Print Production tool”.
	How to Create a Composite	<ul style="list-style-type: none"> Updated Step 15.
	Booklet Printing	<ul style="list-style-type: none"> Added new figure and updated slide.
	Color Separation	<ul style="list-style-type: none"> Added new figure and updated slide.
	How to Create Color Separations	<ul style="list-style-type: none"> Step 13: changed “composite” to “color separation”.
	Activity: Creating a Composite and Color Separations	<ul style="list-style-type: none"> Step 1: added “a PDF file that can be sent to”. Step 5c: changed to “from the Settings ...select...”.
Lesson 5, Topic F	The Send and Track Tool Set	<ul style="list-style-type: none"> Renamed as The Share Toolset (not supported past Outlook 2016 or in Acrobat Pro DC). Updated content and added fig.
Course Summary	Course Follow-Up	<ul style="list-style-type: none"> Updated What’s Next? section.
Course Files	PowerPoints	<ul style="list-style-type: none"> Update OVs per changes to course content.

	Assessment and Data Files	• Updated per changes made to lesson content.
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