# Getting started with Adobe Acrobat

## Activity Overview

The Portable Document Format, PDF, is an important document format that allows users to create secure documents that can be viewed in any device or operating system. Use this activity to introduce your students to PDFs, the Adobe Acrobat workspace, and how to create PDFs.

## Activity Objectives

**Technical skills**

*General*

• Understanding the Portable Document Format

*Acrobat Pro*

• Understanding the Acrobat interface
• Creating PDFs

## Project Assets

• *Acrobat guide:* How to use the Acrobat interface and basic navigation
• *Acrobat guide:* How to create a PDF

## Background preparation resources

Technical and content information

ISTE NETS*S Standards for Students

## Activity Steps

1. Introduce the students to PDF (Portable Document Format) and explain the uses and advantages of using the PDF format. Some things to discuss include:
   - Document security
   - Version control
   - Compression options
   - Viewable regardless of hardware, software, or operating system
   - Preserving document formatting

2. Distribute the technical guides and introduce the interface, terminology, and basic panels in Acrobat.
   *Acrobat guide:* How to use the Acrobat interface and basic navigation

3. Using the "I do, we do, you do" method demonstrate how to create PDFs.
   *Acrobat guide:* How to create a PDF

## Background preparation resources:

- To view video tutorials aligned with the skills required to complete this project, visit Adobe TV: http://tv.adobe.com.
- For more teaching and learning resources on the topics in this project, search for resources from the community on the Adobe Education Exchange: http://edex.adobe.com.
- For an overview of the interface and for more information on the technical aspects of *Adobe Acrobat*, see *Acrobat* Help.

## ISTE NETS*S Standards for Students

This project is aligned to the ISTE NETS*S Technology Standards. Depending on the subject and content area the student selects you may research your own state content standards to see how this project aligns to your state requirements.

**ISTE NETS*S: Curriculum and Content Area Standards – NETS for Students**

6. Technology Operations and Concepts
   Students demonstrate a sound understanding of technology concepts, systems and operations. Students:
   a. understand and use technology systems.
   b. select and use applications effectively and productively.

## For more information

Find more teaching materials for using Adobe software in your classroom on the Adobe Education Exchange: http://edex.adobe.com/.