

Adobe® Acrobat® Pro DC Introduction

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The Acrobat Environment



Interface Basics

Adobe Acrobat Workspaces

Home view is the landing page when Acrobat first starts and the default view when no document is open. It provides easy access to recent files, shared files, common tools, to-do tasks, and file storage accounts. To access Home view from another part of Acrobat, click the "Home view" button in the Title bar.

Document view is the default view when a document is open. When a document is opened, it is displayed under a new tab above the "All tools" menu bar. In preference, you can hide common tools on the left and right side panels.

Customizing the Right Side Panel

1. Select "Menu | View | Show/Hide | Side panels" or right-click the side panel.
2. Select (check) the tools to show and deselect (uncheck) the tools to hide. **To reset the panel to its default**, select "Reset side panels" or "Reset Panels."

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1. Select "Menu | View | Show/Hide | Side panels" or right-click the side panel.
2. Select (check) the tools to show and deselect (uncheck) the tools to hide. **To reset the panel to its default**, select "Reset side panels" or "Reset Panels."

Creating PDFs

Creating a PDF from an Existing File

Acrobat converts some file types, such as image files, automatically. Other types, such as Microsoft Office files, require that the original software is installed.

To create a PDF from a single file within Acrobat:
1. Select "Menu | Create | PDF from file," select the file in the dialog box, and click the "Open" button.

Or:

1. Click the "+ Create" button in the file bar, select "Single File" on the left, then click the "Select a file" button on the right.
2. Select the file in the dialog box and then click the "Open" button.
3. Click the "Create" button.

To create a PDF from a file in Microsoft Office:

1. Click the "Create PDF" button in the "Create Adobe PDF" group on the "Acrobat" tab of the Ribbon in the Microsoft Office application. **Or, to send the PDF as an email attachment**, click the "Create PDF and Share via Outlook" button in the "Create and Share" group.
2. Select a location and enter a "File name" in the "Save Adobe PDF File As" dialog box.
3. Click the "Save" button. The new PDF will open in the default email application with the PDF attached. **To email**, complete the email contents and click the "Send" button.

To create a PDF using the "Print" dialog box in any Windows desktop application:

1. Select "File | Print" from the Menu bar or Ribbon.
2. Select "Adobe PDF" from the list of printers.
3. Click the "Preferences," "Printer Properties," or "Print Options" and then "Properties."
4. In the "Adobe PDF Document Properties" dialog box, click the "OK" button.

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