



Quick guide Adobe Acrobat Pro DC v21.007.20102



Acrobat DC vs Acrobat Reader

Acrobat DC is a PDF editor that creates, edits, converts, digitally signs, encrypts & exports PDF files. **Acrobat Reader DC** is a PDF viewer for reading, printing & commenting on PDF documents.

Workspace overview

- The Acrobat Pro DC user interface has three views:
1. **Home** - This is the landing page when you don't have a PDF opened in Acrobat.
 2. **Tools** - This view lists all Acrobat tools. To add a tool shortcut to the right pane, press the Add button below the tool name.
 3. **Document** - This is the default view whenever a document is opened in Acrobat. The tab takes the file name. Multiple documents open in different tabs.



Create PDF

Convert a file to PDF via the File menu

1. Select File from menu. Choose **Create > PDF from File**.
2. Select your file from the dialog box & choose **Open**.

Convert a file to PDF via the Tools view



Create PDF

1. Select **Tools > Create PDF**
2. Choose **Single File > Select a File**
3. Press **Create**

Organise pages



Organize Pages

How to rotate pages in a PDF

1. Select **Tools > Organise Pages**.
2. Select the page thumbnail & then rotate **clockwise** or **counterclockwise**.



How to extract pages from a PDF

1. Select **Tools > Organise Pages**
2. Select the page thumbnails or type the page range (on the toolbar) you need to extract.
3. If needed, check the box "Delete pages after extracting" or "Extract pages as separate files".
4. Press **Extract**.



How to delete pages in a PDF

1. Select **Tools > Organise Pages**.
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How to split PDFs into multiple documents

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2. In the toolbar, choose **Split**.
3. In the "Split by" drop-down list, select your criteria for dividing the document.
4. Press **Split**.



Adobe Acrobat Pro Guide

Ted Padova, Angie Okamoto



Adobe Acrobat Pro Guide:

Adobe Acrobat 5 Donna L. Baker, 2002-04-05 Adobe Acrobat 5 The Professional User's Guide is designed for professionals covering all of the programs major components and providing thorough instruction on how to use Acrobat as effectively as possible Throughout the book renowned author Donna Baker includes a series of Workflow Tips designed to give you immediate direction on how to use Acrobat's features how to make planning decisions and how to avoid common mistakes This book also includes a comprehensive project chapter that illustrates a real life scenario involving project planning and form design processes The book is organized into functional sections for ease of use After a general introduction to Acrobat 5 the book moves on to creation and security issues and then covers output options with several chapters devoted to different forms of output An extensive chapter on Acrobat JavaScript is also included for reference All topical chapters have projects tutorials and demonstrations The accompanying CD ROM includes complete source files from the books projects and tutorials as well as completed versions of the project files for reference and troubleshooting

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Acrobat 6 Donna L. Baker, Tom Carson, 2008-01-01 Acrobat 6 contains strong business applications and this book is the first to delve into them In the first edition acclaimed author Donna Baker devoted a chapter to ways that Acrobat can be used to streamline your business processes She has expanded on this information in this edition demonstrating the usefulness of Acrobat for both businesspeople and designers of different backgrounds ranging from engineering to graphics If you are a professional computer user familiar with Acrobat basics and you want to broaden your knowledge on how Acrobat can be applied to your daily work activities this is the book for you Baker and coauthor Tom Carson offer in depth instruction on methods and processes real world tutorials and projects and detailed coverage of advanced Acrobat features providing you with invaluable knowledge on how to apply Acrobat to a wide range of industry needs Whether you're a web designer hospital administrator or engineer this book will expand your knowledge of Acrobat in ways you didn't realize were possible Adobe Acrobat Ninja Urszula Witherell, 2023-03-10 Adobe Acrobat can help you solve a wide variety of problems that crop up when

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The Art of Academic Editing: A Guide for Authors and Editors Cara M. Jordan,Leslie Castro-Woodhouse,2024-01-01 Whether you re approaching academic editing as an author or an editor this

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Opening PDFs 2 Selecting and Copying Text and Graphics 3 Rotating Pages 4 Changing the Viewing Options 5 Using the Zoom Tools 6 Reviewing Preferences 7 Finding Words and Phrases 8 Searching a PDF and Using the Search Pane 9 Sharing PDFs by Email 10 Sharing PDFs with Adobe Send and Track Creating PDFs 1 Creating New PDFs 2 Creating PDFs from a File 3 Creating PDFs from Multiple Files 4 Creating Multiple PDF Files at Once 5 Creating PDFs from Scanned Documents 6 Creating PDFs Using the PDF Printer 7 Creating PDFs from Web Pages Using a Browser 8 Creating PDFs from Web Pages Using Acrobat 9 Creating PDFs from the Clipboard 10 Creating PDFs Using Microsoft Office 11 Creating PDFs in Excel PowerPoint and Word 12 Creating PDFs in Adobe Applications 13 Creating PDFs in Outlook 14 Converting Folders to PDF in Outlook Custom PDF Creation Settings 1 PDF Preferences in Excel PowerPoint and Word 2 Adobe PDF Settings 3 Creating and Modifying Preset Adobe PDF Settings 4 The General Category in Preset Adobe PDF Settings 5 The Images Category in Preset Adobe PDF Settings 6 The Fonts Category in Preset Adobe PDF Settings 7 The Color Category in Preset Adobe PDF Settings 8 The Advanced Category in Preset Adobe PDF Settings 9 The Standards Category in Preset Adobe PDF Settings 10 Create PDF and Email in Excel PowerPoint and Word 11 Mail Merge and Email in Word 12 Create and Review in Excel PowerPoint and Word 13 Importing Acrobat Comments in Word 14 Embed Flash in PowerPoint and Word 15 PDF Settings and Automatic Archival in Outlook Basic PDF Editing 1 Initial View Settings for PDFs 2 Full Screen Mode 3 The Edit PDF Tool 4 Adding Formatting Resizing Rotating and Moving Text 5 Editing Text 6 Managing Text Flow with Articles 7 Adding and Editing Images 8 Changing the Page Number Display 9 Cropping Pages and Documents Advanced PDF Settings 1 Adding and Removing Watermarks 2 Adding and Removing Page Backgrounds 3 Adding Headers and Footers 4 Attaching Files to a PDF 5 Adding Metadata 6 Optimizing a PDF for File Size and Compatibility Bookmarks 1 Using Bookmarks in a PDF 2 Modifying and Organizing Bookmarks 3 Assigning Actions to Bookmarks Adding Multimedia Content and Interactivity 1 Creating and Editing Buttons 2 Adding Video Sound and SWF Files 3 Adding 3D Content to PDFs 4 Adding Page Transitions Combining and Rearranging PDFs 1 Extracting and Replacing Pages 2 Splitting a PDF into Multiple Files 3 Inserting Pages from Files and Other Sources 4 Moving and Copying Pages 5 Combining PDFs Exporting and Converting Content 1 Exporting Text 2 Exporting Images 3 Exporting PDFs to Microsoft Word 4 Exporting PDFs to Microsoft Excel 5 Exporting PDFs to Microsoft PowerPoint Collaborating 1 Methods of Collaborating 2 Sending for Email Review 3 Sending for Shared Review 4 Reviewing Documents 5 Adding Comments and Annotation 6 The Comment Pane 7 Advanced Comments List Option Commands 8 Enabling Extended Commenting in Acrobat Reader 9 Using Drawing Tools 10 Stamping and Creating Custom Stamps 11 Importing Changes in a Review 12 Using Tracker to Manage PDF Reviews Creating and Working With Portfolios 1 Creating a PDF Portfolio 2 PDF Portfolio Views 3 Using Layout View 4 Managing Portfolio Content 5 Using Details View 6 Setting Portfolio Properties Getting Started With Forms 1 Creating a Form from an Existing PDF 2 Designing a Form in Microsoft Word 3 Creating a Form from a Scanned Document 4 Creating Forms from Image Files 5 Creating Text Fields 6

Creating Radio Buttons and Checkboxes 7 Creating Drop Down and List Boxes 8 Creating Buttons 9 Creating a Digital Signature Field 10 General Properties of Form Fields 11 Appearance Properties of Form Fields 12 Position Properties of Form Fields 13 Options Properties of Form Fields 14 Actions Properties of Form Fields 15 Selection Change and Signed Properties of Form Fields 16 Format Properties of Form Fields 17 Validate Properties of Form Fields 18 Calculate Properties of Form Fields 19 Align Center Match Size and Distribute Form Fields 20 Setting Form Field Tab Order 21 Enabling Users and Readers to Save Forms 22 Distributing Forms 23 Responding to a Form 24 Collecting Distributed Form Responses 25 Managing a Form Response File 26 Using Tracker with Forms Professional Print Production 1 Overview of Print Production Support 2 Previewing Color Separations 3 Color Management and Conversion 4 Using the Object Inspector 5 Using the Preflight Dialog Box 6 Correcting Hairlines 7 Saving as a Standards Compliant PDF Scanning and Optical Character Recognition 1 Recognizing Text in a Scanned PDF 2 Recognizing Text in PDFs 3 Reviewing and Correcting OCR Suspects Automating Routine Tasks 1 Using Actions 2 Creating Custom Actions 3 Editing and Deleting Custom Actions 4 Sharing Actions Document Protection and Security 1 Methods of Securing a PDF 2 Password Protecting a PDF 3 Creating and Registering Digital IDs 4 Using Certificate Encryption 5 Creating a Digital Signature 6 Digitally Signing a PDF 7 Certifying a PDF 8 Signing Documents with Adobe Sign 9 Getting Others to Sign Documents 10 Redacting Content in a PDF 11 Redaction Properties 12 Revealing and Clearing Hidden Information Adobe Reader and Document Cloud 1 Opening and Navigating PDFs in Reader 2 Adding Comments 3 Digitally Signing a PDF 4 Adobe Document Cloud Adobe Acrobat Help 1 Adobe Acrobat Help

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Table of Contents Adobe Acrobat Pro Guide

1. Understanding the eBook Adobe Acrobat Pro Guide
 - The Rise of Digital Reading Adobe Acrobat Pro Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Adobe Acrobat Pro Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Adobe Acrobat Pro Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Adobe Acrobat Pro Guide
 - Personalized Recommendations
 - Adobe Acrobat Pro Guide User Reviews and Ratings
 - Adobe Acrobat Pro Guide and Bestseller Lists

5. Accessing Adobe Acrobat Pro Guide Free and Paid eBooks
 - Adobe Acrobat Pro Guide Public Domain eBooks
 - Adobe Acrobat Pro Guide eBook Subscription Services
 - Adobe Acrobat Pro Guide Budget-Friendly Options
6. Navigating Adobe Acrobat Pro Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Adobe Acrobat Pro Guide Compatibility with Devices
 - Adobe Acrobat Pro Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Adobe Acrobat Pro Guide
 - Highlighting and Note-Taking Adobe Acrobat Pro Guide
 - Interactive Elements Adobe Acrobat Pro Guide
8. Staying Engaged with Adobe Acrobat Pro Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Adobe Acrobat Pro Guide
9. Balancing eBooks and Physical Books Adobe Acrobat Pro Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Adobe Acrobat Pro Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Adobe Acrobat Pro Guide
 - Setting Reading Goals Adobe Acrobat Pro Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Adobe Acrobat Pro Guide
 - Fact-Checking eBook Content of Adobe Acrobat Pro Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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