

Adobe® Acrobat® Pro DC Introduction

Home, Tools & Document

Acrobat DC has links to three views in the toolbar. **HOME** has a list of recent files and links for browsing for others. **TOOLS** is for opening the different tool sets in Acrobat, and the document tabs show any open files. The document tabs are labeled with the open file's name.

Customizing the Tools Pane

The Tools Pane appears to the right when viewing a document and contains shortcuts to commonly used tools. If the Tools Pane is not showing, choose **VIEW, SHOW/HIDE ▸ TOOLS PANE** to show it.

To add a tool to the Tools Pane:

- [Click] **TOOLS**, then [Click] under the tool to add.
- [Click] a document tab to return to the document.
- To remove a tool from the Tools Pane, [Hover] over the tool in the Tools Pane, then [Click] to the right. When a tool is open, its toolbar appears over the document and/or its pane replaces the Tools Pane. [Click] **CLOSE** to return to the document or Tools Pane.

Using Page Controls

By default, page controls show in the toolbar when viewing a document. Page controls include:

- Selection tool: Select text and other elements.
- Hand tool: [Drag] to move around the page.
- Zoom controls: for page magnification.

Creating a PDF

—from Within Acrobat

To create a PDF from a single, existing file:

- Choose **FILE, CREATE ▸ PDF FROM FILE**, Or:
 - In the Tools Pane, [Click] .
 - [Click] **SELECT A FILE** near the middle of the window.
- Select file and [Click] **OPEN**. [Click] **CREATE** if needed. Acrobat converts some file types to PDF without any additional software, such as .bmp, .html, .pdx, .eps, .tif, .dwg and .jpg. Other file types such as Microsoft Office can be converted if the original authoring software is installed. Note: The Mac OS X can create a PDF from any program using the program's print dialog.

—from Internet Web Pages

- Choose **FILE, CREATE ▸ PDF FROM WEB PAGE**.
- Enter the URL (web address) for the web page.
- [Click] to choose levels or the entire site.
- To adjust conversion settings and/or page layout, [Click] **SETTINGS**. [Click] **OK**.
- [Click] **CREATE**.

—from Other Programs

In a Microsoft Office 2019, 2016, 2013 or 2010 program:

On the **ACROBAT** tab of the Ribbon:

- To create the PDF: [Click] **CREATE PDF**. Follow prompts, type a file name and select a location, then [Click] **SAVE**. The newly created PDF will open in the default reader.
- To send the PDF as an email attachment, [Click] **CREATE AND SHARE**. Then, in the tools pane [Click] **SEND-AS ATTACHMENT**, then an application, then **CONTINUE**. The email application opens with the PDF attached. Complete the email, then [Click] **SEND**.

Using the print dialog box of any Windows program:

- Choose **FILE, PRINT**.
- Select **ADOBE PDF** from the list of printers.
- [Click] **PREFERENCES** or **PRINTER PROPERTIES** to make changes to PDF settings, such as security, output location, page size, and other options. [Click] **OK**.
- [Click] **PRINT** or **OK**.

In any Mac OS X program with a print dialog:

- [Choose] **FILE, PRINT**.
- [Click] **PDF**, then choose **SAVE AS PDF**.
- Specify a file name and location, then [Click] **SAVE**.

Combining Files into a PDF

- Choose **FILE, CREATE ▸ COMBINE FILES INTO A SINGLE PDF**, Or: [Click] **TOOLS** then **Combine Files**.
- [Click] **ADD FILES** to browse for files, [Click] **ADD OPEN FILES** to add files already open in Acrobat, or [Drag] files and/or folders to add into the middle of the window. Or [Click] **ADD FILES** in the **COMBINE FILES** bar, then choose a source, such as **ADD FILES, ADD FOLDERS, ADD PDF FROM SCANNER**, etc.
- [Drag] added files to reorder.
- [Click] **OPTIONS** to adjust settings for the finished file.
- [Click] **COMBINE**.

Creating PDFs from Multiple Files

To convert a group of files to PDFs at the same time:

- Choose **FILE, CREATE ▸ CREATE MULTIPLE PDF FILES**, Or:
 - In the Tools Pane, [Click] .
 - [Click] **MULTIPLE FILES**, select **CREATE MULTIPLE PDF FILES**, then [Click] **NEXT**.
- [Click] **ADD FILES**, then **ADD FOLDERS** or **ADD FILES**.
- Repeat step 2 until all files are added, then [Click] **OK**.
- Adjust **OUTPUT OPTIONS** if needed, then [Click] **OK**.

Creating a PDF Portfolio

A PDF portfolio combines files in a PDF container but can retain their original file type.

- Choose **FILE, CREATE ▸ PDF PORTFOLIO**, Or:
 - [Click] **TOOLS**, then .
 - [Click] **MULTIPLE FILES**, select **CREATE PDF PORTFOLIO**, then [Click] **NEXT**.
- Follow steps 2–3 in **Creating PDFs from Multiple Files**, then [Click] **CREATE**.

To add more files, folders, or web content to a PDF Portfolio:

- [Click] the document's tab in the toolbar, if necessary.
- [Click] and select a source.

Adding Comments and Markup

- In the Tools Pane, [Click] **Comment**.
- Choose from the tools in the Comment bar.

Adding a Sticky Note

A Sticky Note is a comment that collapses into a small, yellow square that can be positioned anywhere on the PDF.

- In the Tools Pane, [Click] **Comment**.
- [Click] in the Comment bar that appears above the document.
- [Click] where you would like the note to appear. A new comment will appear in the Comments Pane on the right.
- Type the comment, then [Click] **POST**.

To read a sticky note: [Hover] over the note, Or [Click] the note to open it on the page or highlight it in the Comments Pane on the right (if showing).

To edit a sticky note: [Click] the note, then [Click] in the comment text in the window on the page or [Double Click] on it in the Comments Pane. Make the changes, then [Click] **POST**.

To reply to a sticky note: [Click] the note, then [Click] **ADD A REPLY** in the note or in the Comments Pane. Type the reply, then [Click] **POST**. See **Reviewing Documents with Others** for more on sharing PDFs for joint review.

To delete a sticky note: [Right Click] a sticky note, then choose **DELETE**.

Reviewing Comments

[Click] **Comment** to open the Comments Pane. [Click] any comment in the pane to highlight that comment in the PDF.

Optical Character Recognition

You can use Acrobat to recognize text in scanned PDFs.

- In the Tool Pane, [Click] **Enhance Scans**.
- In the Enhance Scans bar, [Click] **RECOGNIZE TEXT** then choose **IN THIS FILE**.
- In the bar that opens below, specify the pages to be processed.
- If desired, [Click] **SETTINGS** to change OCR settings, then [Click] **RECOGNIZE TEXT**.

Changing Description and Metadata

- Choose **FILE, PROPERTIES**.
- [Click] **DESCRIPTION** tab if necessary.
- Enter **TITLE, AUTHOR, SUBJECT**, and/or **KEYWORDS**.
- [Click] **ADDITIONAL METADATA** for more options, then [Click] **OK**. [Click] **OK** when finished.

Finding and Searching

To quickly find a word or phrase in the current PDF:

- Choose **EDIT, FIND**.
- Type a word or phrase. Press <Enter> or <Return>.
- To go to an instance, [Click] **PREVIOUS** or **NEXT**.
- For more find options, [Click] drop-down arrow of the **FIND** field .

To search with more options:

- Choose **EDIT, ADVANCED SEARCH**.
- Select **WHERE WOULD YOU LIKE TO SEARCH**, then type a word or phrase in the **WHAT WORD OR PHRASE WOULD YOU LIKE TO SEARCH FOR** field.
- Select from the available options, or [Click] **SHOW MORE OPTIONS** at the bottom, then [Click] **SEARCH**.

Searches can be performed on the current PDF or in any location accessible to your computer.

Zooming and Reordering Pages

If necessary, [Click] on the left edge of the window to open the Navigation Pane, then [Click] .

- To change zoom of the page area, [Click] a page thumbnail to select it, then [Drag] the bottom right corner .
- To reorder pages, [Drag] the thumbnails to the desired positions in the document.

Deleting a Page

- In the Navigation Pane on the left, [Click] .
- [Click] the thumbnail of the page to delete, then [Click] . [Click] **OK** to confirm.

Keyboard Shortcuts

To enable single-key shortcuts, choose **EDIT, PREFERENCES** or **ACROBAT PRO DC, PREFERENCES**. Under **GENERAL**, select **USE SINGLE-KEY ACCELERATORS TO ACCESS TOOLS**.

Hand Tool	H
Selection Tool	V
Link Tool	L

Open/Activate/Close Panes and Palettes

Function	Mac	Win
Navigation pane	F4	F4
Advanced Search pane	Shift-30-F	Shift-Ctrl-F
Properties toolbar	30-E	Ctrl-E
Document Properties	30-D	Ctrl-D
Find	30-F	Ctrl-F
Create Sticky Note	30-G	Ctrl-G
Zoom in or out	30 = or -	Ctrl = or -
Fit Page	30-O	Ctrl-O
Actual size	30-1	Ctrl-1
Fit Width	30-2	Ctrl-2

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Robert R. Redfield



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