Quick guide
Adobe Acrobat Pro DC v21.007.20102

European Parliament

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

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

Create PDF

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**.
2. Select the page thumbnail you want to delete and press the **bin icon** or right-click and choose **Delete Pages**.

How to split PDFs into multiple documents

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

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Loren Abdulezer

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