



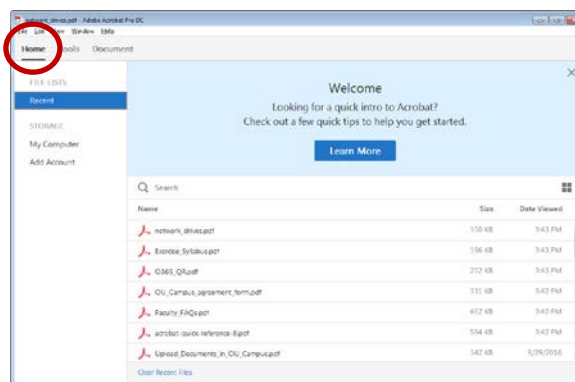
Adobe Acrobat Pro DC

What is Acrobat Pro?

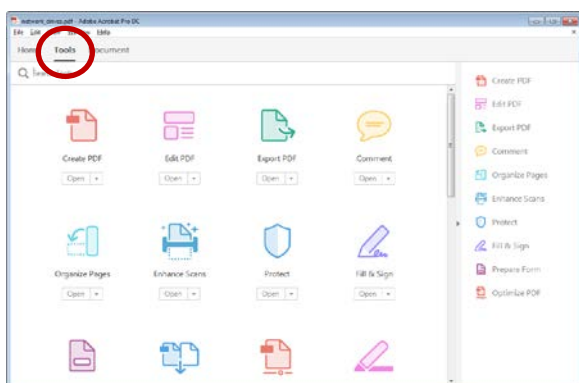
Acrobat Pro DC is the newest version of Adobe’s application for creating and customizing PDFs. It has additional features and a simplified interface compared to earlier versions.

What is Acrobat Reader?

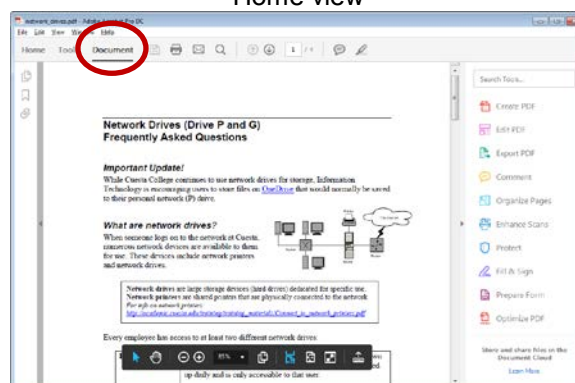
Acrobat Reader DC is the free Adobe application used to view and interact with PDFs. Unlike earlier versions, Reader DC now allows basic editing of PDFs and has the same simplified interface as Acrobat Pro DC.



Home view



Tools view



Document view

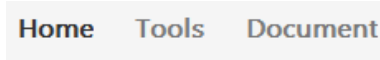
Launch Acrobat

To launch Acrobat, do one of the following:

- Locate and click the **Adobe Acrobat** icon. *Acrobat will open in Home view.*
- Locate and double-click on a PDF file. *Acrobat will launch and display the file in Document view.*



Sections/Views



- **Home**
 - List PDFs based on recent activity or location
 - Offers a quick intro and other Acrobat tips
- **Tools**
 - Lists all Acrobat tools
 - Click the tool icon to use
 - Click the drop-down arrow to Add/Remove to/from Shortcut bar (right pane)
 - Click the drop-down arrow to Learn More about the tool
- **Document**
 - Displays open PDF document
 - Displays icons at top for common functions

Open PDF

1. Click **Home**.
2. Do one of the following:
 - Click **Recent** and then click a filename
 - Click **My Computer**, click a recent location or click **Browse**, then locate and double-click on desired file.

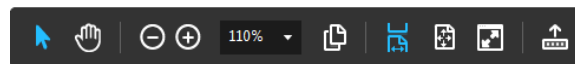
Quick Intro

[Learn More](#)

1. If necessary, click **Home**.
2. If necessary, click **Recent** under “File Lists” (left pane).
3. Click the **Learn More** button (near top center). *A new Acrobat window will open.*
4. Read document and/or click links on last page.

Navigate

1. Open a PDF in Acrobat.
2. Move the mouse pointer near the bottom of the screen. *A toolbar will appear.*



3. Click and use the desired tool. *TIP: Hover over the tool to view it’s description.*

Create PDF

1. Click **Tools**.
2. Click **Create PDF**.
3. Select format and then follow onscreen instructions.

Example:

- i. Select **Single File**.
- ii. Click the “**Select a File**” icon.
- iii. Locate and double-click on the desired file.
- iv. Click **Create**.
- v. Select **File** > **Save** (or click the Save icon).
- vi. Select a destination and filename and then click **Save**.



Create PDF

Edit Text

1. Open a PDF in Acrobat.
2. Click **Tools** and then click **Edit PDF**.
Editable areas will appear outlined in PDF.
3. Click in an editable area and do one of the following:
 - Type to insert text
 - Select text and press [Backspace] or [Delete] to delete
 - Select text and choose Format controls on right to alter formatting
4. When done, click **Edit PDF** (upper left) and then **Back to Document** from the dropdown menu.



Edit PDF

Organize Pages

1. Open a PDF in Acrobat.
2. Click **Tools** and then click **Organize Pages**.
A series of page thumbnails will display.
3. Do one or more of the following:
 - Drag file icons to change page order
 - Point on page icon and click a rotation icon to rotate 90 degrees
 - Point on page icon and click trashcan icon to delete
4. When done, click **Organize Pages** (upper left) and then **Back to Document** from the dropdown menu.



Organize Pages



Add Text

1. Open the PDF in Acrobat.
2. Click **Tools** and then click **Edit PDF**.
3. Click **Add Text** from toolbar on top.
4. Position mouse pointer and click.
Insertion point will appear.
5. Begin typing.
Text will appear in a text box.
6. If necessary:
 - Move by dragging edge of text box
 - Resize by dragging any “handle” of text box

Combine Files

1. Click **Tools**.
2. Click **Combine Files**.
A “Combine Files” window will open.
3. Click the **Add Files...** button, and then click **Add Files**.
4. Locate and double-click on the desired file.
Repeat steps 3 & 4 as needed.
5. If desired do one or more of the following:
 - Click the plus sign (+) to view multi-page files
 - Drag file icons to change page order
 - Click file icon and then press [Delete] key to delete
 - Point on file icon and click magnifying glass icon to view; click away from enlarged image to close
6. Click the **Combine Files** button.
A window will open displaying the new PDF.
7. Select **File** > **Save** (or click the Save icon).
8. Select a destination and filename and then click **Save**.



Combine Files

Add Comments

1. Open a PDF in Acrobat.
2. Click **Tools** and then click **Comment**.
A comments toolbar will appear above the document.
3. Select a comment tool from the toolbar.
TIP: Hover over the tool to view it’s description.
4. Depending on the tool, select or click near text and, if appropriate, add comments.



Comment

Password Protect

1. Click **Tools** and then **Protect**.
2. Click **Restrict Editing** from the toolbar.
3. Enter and confirm the password, and then click **OK**.

Recognize Text

1. Open a scanned PDF or other image file.
2. Click **Tools** and then click **Enhance Scans**.
3. Click **Recognize Text** > **In This File** from the toolbar.
4. Click the **Recognize Text** button.
5. Save your document.



Enhance Scans