

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	30-0	Ctrl-0
Actual size	30-1	Ctrl-1
Fit Width	30-2	Ctrl-2

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**Info Tech Employment, Info Tech
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Adobe Acrobat 50 Quick Source Guide:

Adobe Acrobat 5.0 Quick Source Guide Quick Source,2002-02-01 **Adobe Acrobat X Quick Source Guide** Quick Source,2011-12-01 [Adobe Acrobat 8.0 Quick Source Guide](#) Quick Source (Firm),2007-04-01 *Word 2007: The Missing Manual* Chris Grover,2006-12-21 Microsoft Word has grown considerably in power sophistication and capability over the past decade but one thing that hasn't changed since the early 90s is its user interface The simple toolbar in version 2.0 has been packed with so many features since then that few users know where to find them all Consequently more and more people are looking for insider tips that will allow them to use these advanced and often hidden features Microsoft has addressed this problem in Word 2007 by radically redesigning the user interface with a tabbed toolbar that makes every feature easy to locate and use Unfortunately Microsoft's documentation is as scant as ever so even though you will be able to find advanced features you might not know what to do with them Word 2007 The Missing Manual written specifically for this version of the software explains basics like how to create documents enter and edit text format print and fax You will also learn how to create sophisticated page layouts insert forms and tables use graphics and create book length documents with outlines and Master Documents Coverage also includes how to share documents with other people and programs create web pages automate documents with fields and automate tasks with macros and the Visual Basic scripting language This book shows you how to do it all **Microsoft Word Introduction and Certification Study Guide (Microsoft 365 Apps and Office 2019)** Daniel John Stine,2021-04 Combining two books in one Microsoft Word Introduction and Certification Study Guide serves as a training guide for Microsoft Word and a study guide for the Word Certification Exam Students professionals beginners and more experienced users alike can all benefit from this manual Learn how to create well formatted high quality documents by following along with chapters that focus on six exam topics These topics closely follow what is needed to ace the exam but also provide comprehensive information for everyday Word users Careful descriptions and helpful tips for when and how to use important features are provided Images and screenshots make the steps easy to follow and remember Each topic starts out with the basics and builds to more complicated steps Those taking the exam will find practical tips on how to locate a testing center register for the exam and get the best score possible along with study materials including practice exam software and video tutorials for every outcome in the book Whatever your reason for studying Word this manual will develop your skills bolster gaps in your knowledge and give you the confidence to get certified Why certification is important Microsoft Word Certification is an easily verifiable way to showcase your willingness to learn new skills and software and it provides a myriad of other benefits as well Not only can certification enhance your Word skills it can help you get hired boost academic performance prepare for the demands of a job open doors to career opportunities and be more productive and confident working on projects at school home or work Microsoft Word Microsoft 365 Apps and Office 2019 certification is the first step to prove your skill level and open doors to career opportunities Outline of the book The dual nature of this book

helps you build a strong foundation in Word and prepares you for the exam The first chapter gets you started right away opening Word and learning about the user interface and important terminology For those interested in taking the exam it includes how to register for the exam and find an exam center tips on using your time wisely during the exam and information on scores and retaking the exam The next six chapters cover all of the topics you need to become proficient in Word and coincide with the objective domain categories in the Microsoft Word Certification Exam Manage Documents Insert and Format Text Paragraphs and Sections Manage Tables and Lists Create and Manage References Insert and Format Graphic Elements and Manage Document Collaboration Short video tutorials are included for every single outcome in the book 95 in all for when you need extra help or learn best by observation Word practice exam software included Unlike any other Word exam manual available this book includes Word practice exam software The final chapter focuses on the practice exam software which closely mimics the format of the real exam Custom built and specially designed by SDC Publications this practice exam software can be taken multiple times so you are comfortable with the real test software how to mark and return to questions question format live in application steps and how the results are presented Study materials for all learning styles Custom made Practice Exam Software 95 short narrated video tutorials for every outcome in the book End of chapter self exam and review questions 75 Flashcards Exam Day Study Guide About the author Daniel John Stine AIA CSI CDT is a registered architect with over twenty years of experience in the field of architecture Throughout these years of professional practice Stine has leveraged many of the Microsoft Office products to organize and manage complex projects In addition to Microsoft Office certification study guides Stine has written multiple books on architectural design software all written using Microsoft Word and published by SDC Publications **Adobe Acrobat 4.0 Quick Source Reference Guide** Quick Source (Firm),2001-04-01 Forthcoming Books Rose Army,2002-02 **Commerce Business Daily** ,2001-03

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with cross references and repetitive listings This book is the definitive guide to finding the best resources for any subject area Includes the Web addresses of major U S corporations **The Practical PC** June Jamrich Parsons,Dan Oja,2001 A part of the Practical series this text teaches the basics of using a PC with a hands on interactive CD and book companion

Consumers Index to Product Evaluations and Information Sources ,2001 *Adobe Acrobat 6. 0 Quick Source Guide*
Quick Source,2003-08-01 This 6 page tri fold full color guide is an invaluable resource for anyone who uses Adobe Acrobat 6 0 In a clear user friendly format it provides step by step instructions short cuts and tips on how to execute the basic commands of the software in both PC and Macintosh environments Topics include Using the Acrobat Toolbar and the NEW Properties and Forms Toolbars Preserving Layers created in other applications Opening and Saving Documents Using the NEW How To Window and Read Out Loud feature using the Print and File Commands to create PDF files Creating PDF Files from Multiple Files Web Pages and Scanned Documents Securing the document using the Signature Pane and the NEW Certified Document features Navigating within the document using Thumbnails Bookmarks and Links Cropping Rotating Extracting Moving Copying Deleting and Renumbering pages Using Commenting Tools Attaching Files and Audio Comments Marking and Printing Documents Using the NEW Review features and much more An excellent instructional tool for a user new to Acrobat 6 0 it also serves as a handy reference tool for the more experienced user

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