Adobe Acrobat DC

By Don Bremer

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What is it?

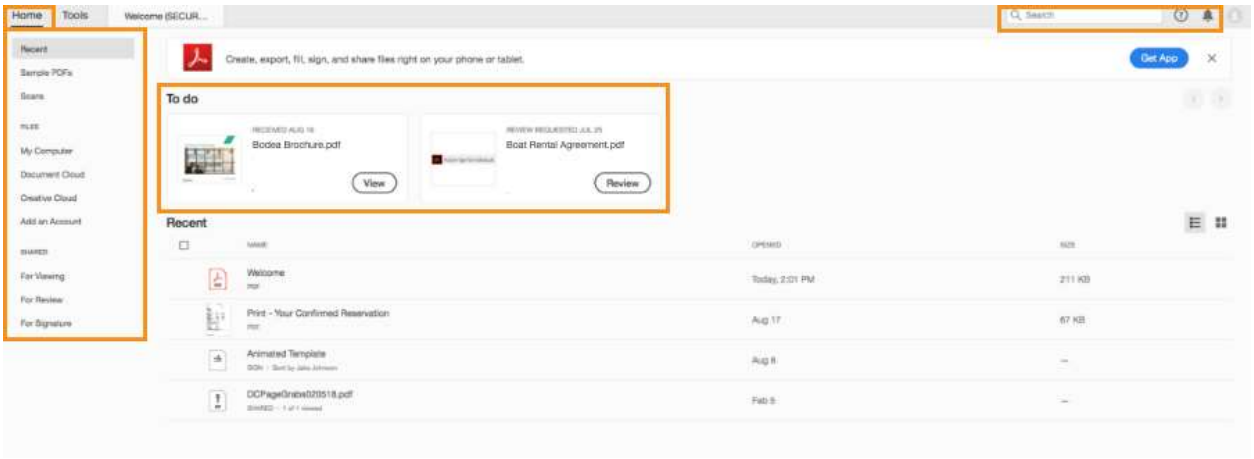
Adobe Acrobat DC (Document Cloud) Pro is the new way of creating documents in PDF format. Although you can print a document as a PDF in Word or get free "distillers" that will create PDFs, Acrobat Pro will allow you to manipulate the PDF itself. You can add text, remove pages, combine PDFs, among other features.

This is not the Acrobat Reader. The Reader is for "consumption". The program is for creation.

Interface – The Home View

The Home view appears when you select the Home tab or don't have a PDF file opened in Acrobat DC.

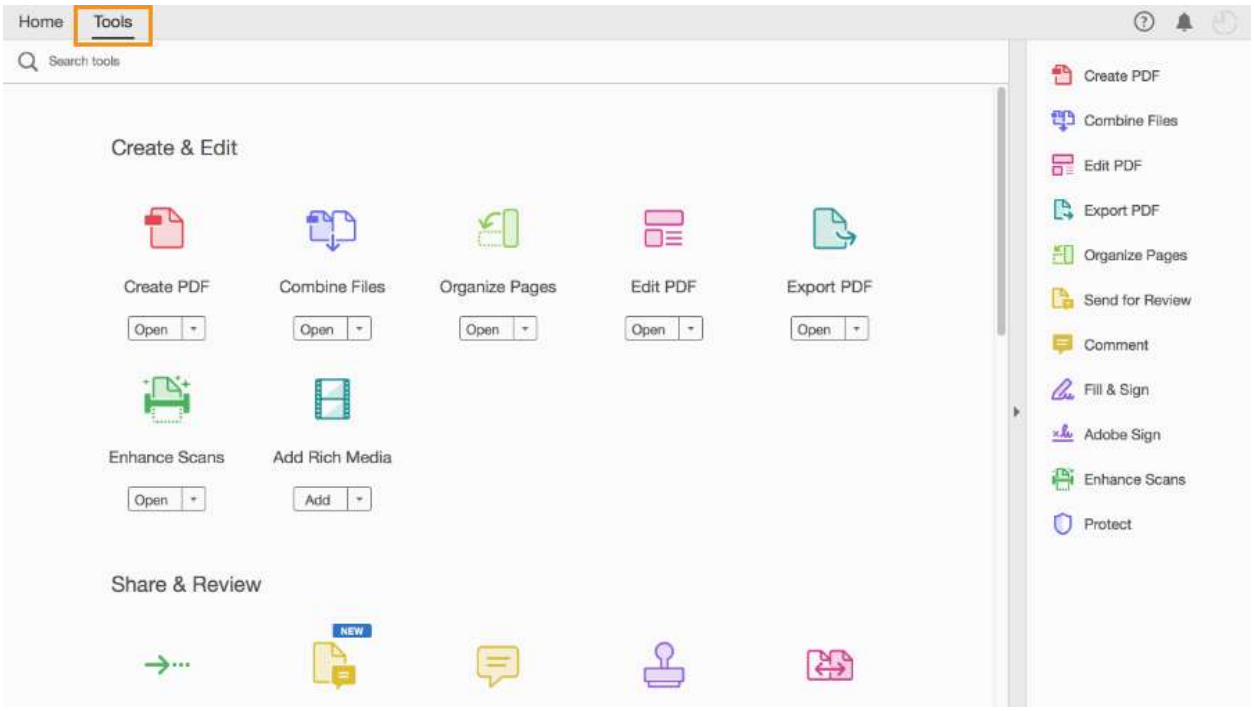
- In the left pane, you can access multiple file lists, including Recent, Scans, My Computer, and files Shared For Viewing, For Review, and For Signature.
- In the center of the user interface, you'll see to-do cards to track pending actions for documents shared with you.
- At top right, you'll find a search box, learn and support link, and notifications bell for file activity alerts.



Under Files/Storage – It has the typical items – My Computer and Adobe Creative Cloud. But, with the "Add an Account" – you can add locations like Microsoft SharePoint.

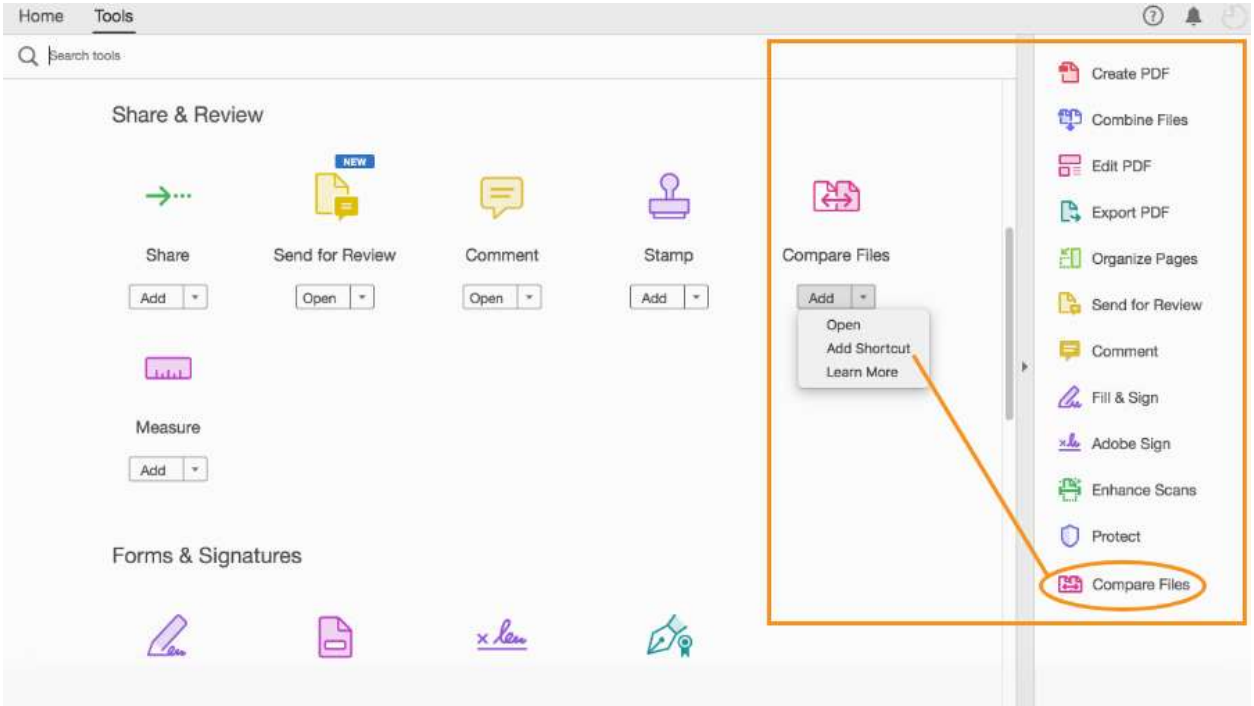
Tools center

The Tools center is the go-to place to use and discover tools available in Acrobat DC. When you have a PDF document open and choose a tool, tool-specific commands or a toolbar appears in the document view. If you don't have a file open and choose a tool, you will be prompted to select a file.

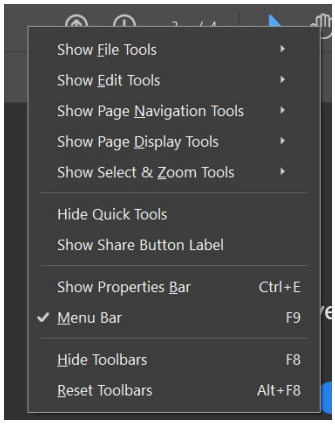


Customize your tool shortcuts

The right pane provides tool shortcuts for quick access to frequently used tools. To add a shortcut, open the Tools center and click the Add button below the desired tool name.



You can also Customize the Quick Tools on the top. Right-click on Custom Tools and Add the Tools you would like to have on the top.

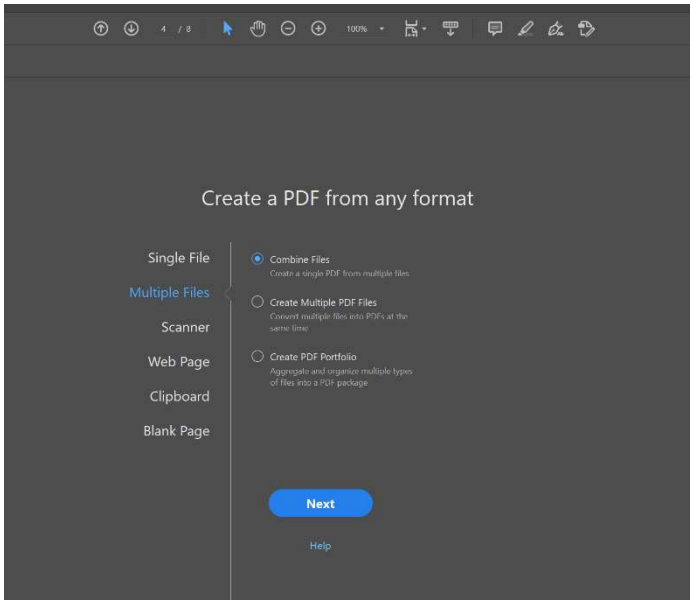


Create PDF

You can open a file and print as a PDF of create it from Adobe.

1. Select a File
2. Convert File to PDF
3. Save the new PDF
    a. File->Save
    b. File->Save As

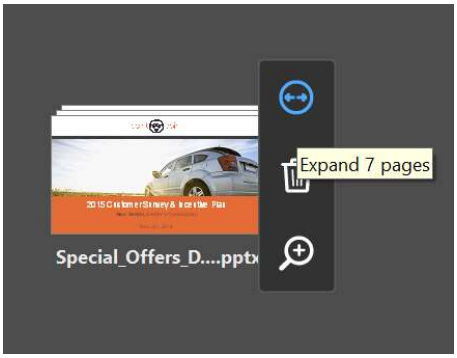
Magnifier shows the lightbox view. You can also select a page and click the "trashcan" to delete the page.



Open the Files:

- 3024_point*.xlsx
- Point2point_logo.png
- Special_offers_deck.pptx

For things like the Powerpoint, you can expand the icon to see all of the slides (and remove some if needed).



Native applications will open in the background as you create the PDF.

Combine Files

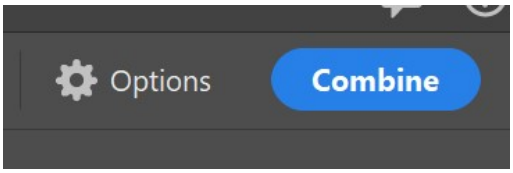
You can do this through different types of files. If you want the thumbnails to be larger, go down to the lower left corner and move the slider to the right.

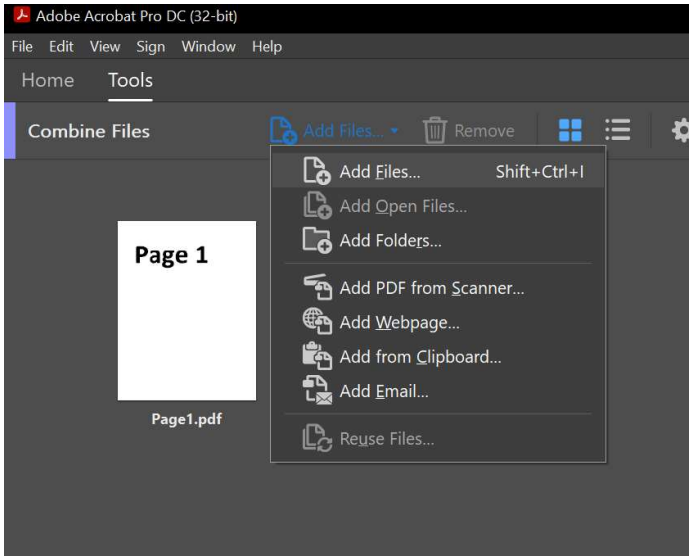
To change the order at which each of the files will be shown in the final PDF – drag and drop like playing solitaire.

If the document has multiple pages, click on the + sign to expand the document to see all the pages. Even items within another file (like the Powerpoint) can have the order changed without opening the document in it's native program (Powerpoint).

In the download, there are two PDF files: Page1 and Page2.

Bring both pages in then click on the combine button.

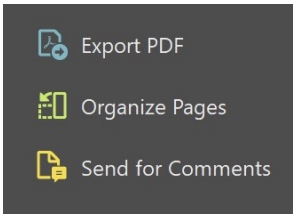




Then, a new combined PDF will be created! Please remember to save it as it will not automatically be written to the disk.

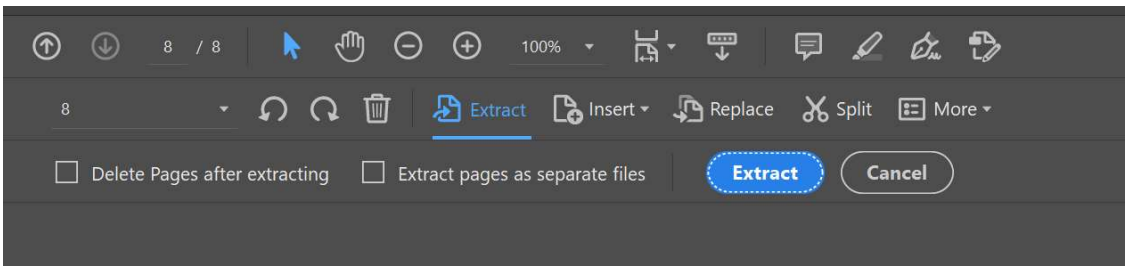
Extract/Split PDF files

Sometimes, you want to just take one page out of the PDF. I do this with contracts. In this case, I'll just try to rip the last page out of one of my classes. In the file handout – there is a file called "Working With Data". Open that in Acrobat.

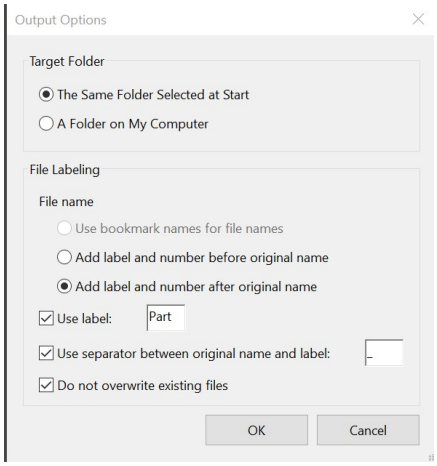


Then, go to Organize Pages.

In organize pages – you can Extract, Insert, or Replace pages along with other fun stuff. Since I just wanted to grab the last page, select that page and click the extract button.



Although I don't want to delete the files, I may want to save each page as a separate file. Once the Extract button is clicked – a new file is created. You can then save this as its own file.



Say you wanted to split the file up because it is HUGE! You can do that using split.

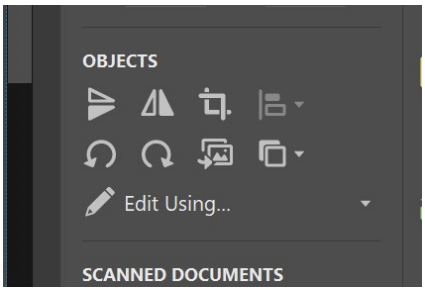
When splitting, you can do it by number of pages, file size, or bookmarks (chapters). In our case, let's split the file into 4 pages a piece.

Using Output Options will give more flexibility on what the output files will be called and where they will be placed.

Edit the PDF document

The ability to make edits in acrobat allows you to not have the original documents (Powerpoint or Word), but still make changes.
Let's open the file Special_Offers.pdf.

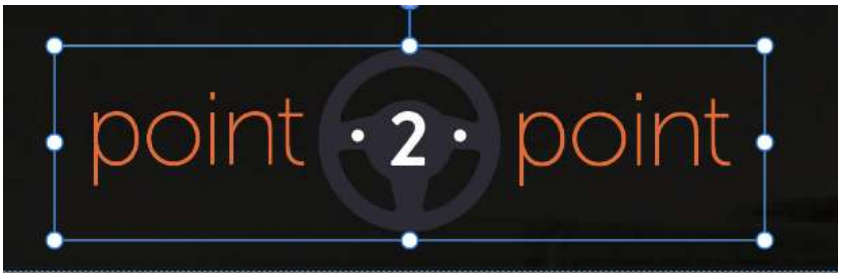
Change the text in the PDF by selecting the text and getting a bounding box. Then, on the right side, changes can be made to the format for other fonts, font size, or color.



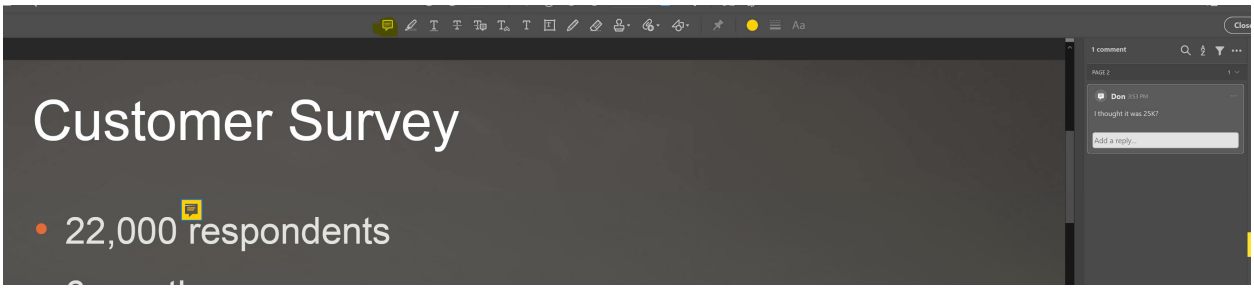
We can remove the double text of "6 months" on the second slide.

Changing a picture is a little different. You can use the objects section below the format section to make the changes. But with this, we can flip, rotate, or crop. Not exactly Photoshop…

But, we can replace the old point2 point logo with the new one.



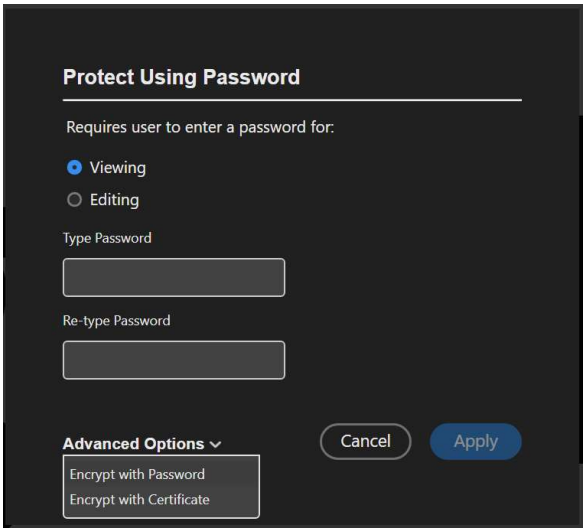
Add a comment – highlight text or add a sticky note.



Add a Password

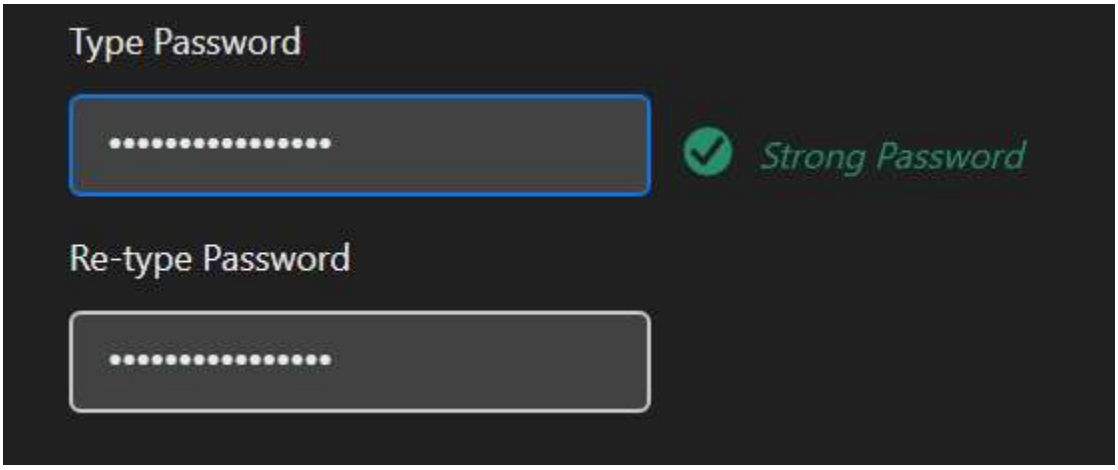
By adding some basic security, you can protect sensitive information in your PDF even after it is sent out. Add a password to prevent unauthorized access, or keep people from copying, editing, or printing the information inside.

Open up our combined PDF document (the one that we combined pages 1 and 2). We can thenuse the protection tool to add a password.



Encrypt – Encrypt with Password

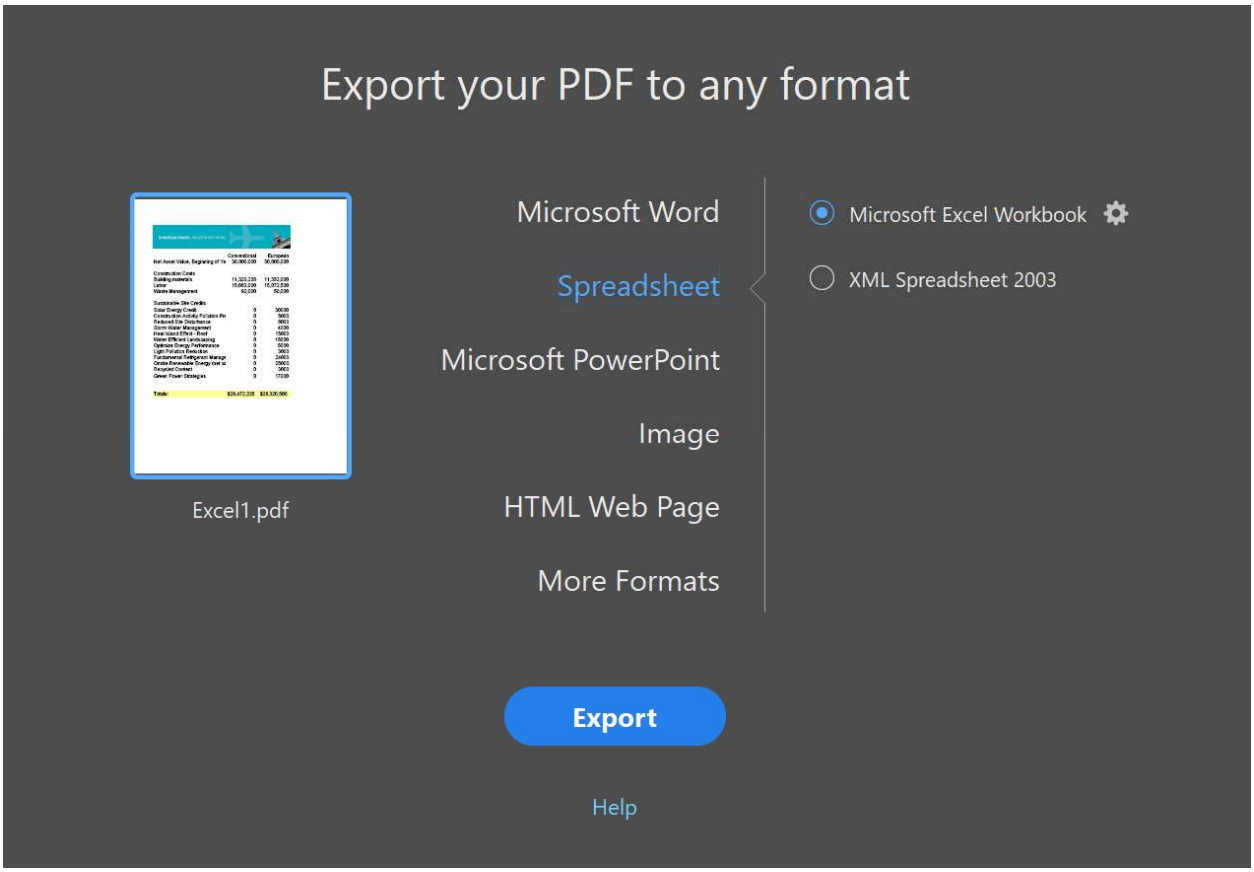
Require a password to open the document. It has a strength meter on the right hand side to show how complex the password is. Ideally, the meter would read strong password.



Export PDFs to Office Document

We tend to think of making a PDF as a final step – once we've done that – we can't bring it back to it's original program. Well, if the document is "clean" enough – you can take a PDF document and then export it back into an Office document.

Take, for example, Excel1.pdf. Open this document, then go to Export PDF. It will ask what kind of document it is (select Spreadsheet):



When you save it as an Excel document, you will notice that it isn't perfect (the text that was cut off didn't come back) – but it beats having to re-do all of the work.

Try it also for the PowerPoint file – Overview.pdf

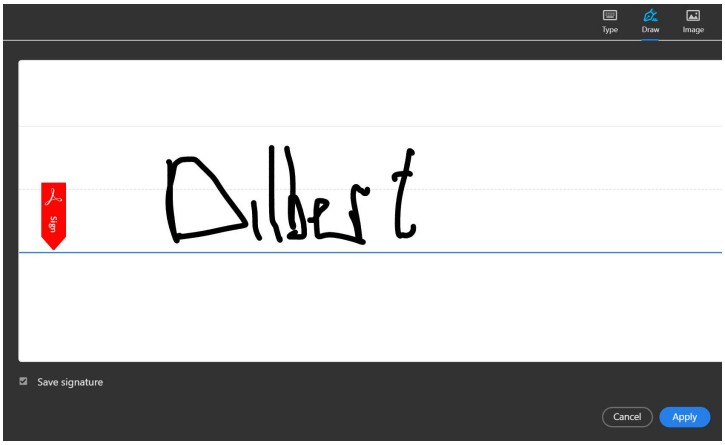
Signatures

My personal favorite in the new DC suite! I love sending PDF contracts back with my signature without printing them off and scanning again.

You can make your own "fake" signature – or scan your "real" signature in and then use that on PDF documents.

Open the document "fill-and-sign-forms.pdf"

Dilbert Jones
Change style
Save signature
Cancel
Apply


Type
Draw
Image
Dilbert
Save signature
Cancel
Apply

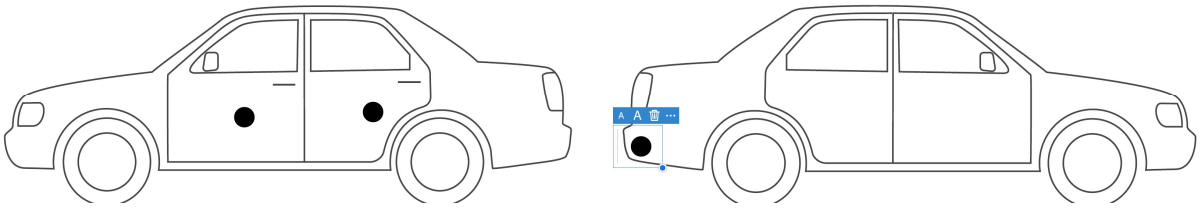
Type
Draw
Image
Clear
Save signature
Cancel
Apply

☑ I've inspected the car exterior/interior, and noted concerns below.

Signature

Visual inspection – exterior

Mark any pre-existing dents, cracks, or scrapes longer than 2 inches.



Redact

I'm sure you have forms that have sensitive information that you shouldn't let just anyone see. But, sometimes people need to see *part* of the document. You can redact parts of the file while leaving other parts visible.

Open Employee Record.pdf

You can remove important data AND pictures – like the signature!

SPOUSE	$20,000	X	$13.00
CHILD	$10,000	@	$2.00 F

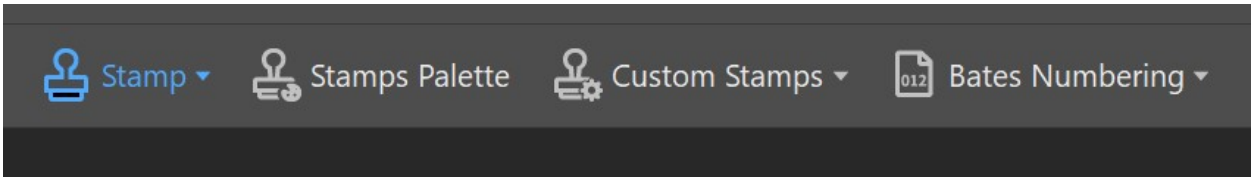
PAYROLL/PERSONNEL SIGNATURE:

SIGNATURE [redacted]

E-MAIL eb@globalcorp.mer F

Stamps

Stamps are just easy ways to add an object with information on a PDF. They can be as simple as an "Approved" stamp all the way to a "sign here" stamp. They can be dynamic to show when something was read and by how and (Pro) doing Bates Numbering.



What to do for Class 2:

The two differences from Regular to Pro:

Bates Numbering:

Bates numbering is used in the legal, medical, and business fields to place one or more of identifying numbers, date and time marks on images and documents as they are scanned or processed, for example, during the discovery stage of preparations for trial or identifying business receipts.

Sizing:

You will be unable to correctly size the PDF if you have Adobe Standard instead of Adobe Pro, per limitation of the Standard version of Adobe (it costs less because it does less). Per the Adobe Acrobat Price & Feature Comparison, the Standard version does not "Create technical PDFs in Microsoft Project, Visio, or Autodesk AutoCAD"

Thinking:

Scan OCR

Request Signatures

Prep Form

Accessibility

Rich Media?

PDF standards?