Adobe
Acrobat DC
Reference Sheet

connect powered by Nemsys

Interface Fundamentals

Adobe Acrobat DC user interface has three views – Home, Tools, and Document.

Home: This is the gateway or the landing page when you don't have a PDF opened in Acrobat DC.

Tools: This is the go to place to discover the tools that's available in Acrobat DC. All Acrobat DC tools are shown in this view.

Document: This is the default view whenever a document is opened in Acrobat DC.

Edit PDF

Easily correct, update, add text to PDF files, reflow paragraphs and correct typos— without returning to your original source document.

Secondary Toolbar

Edit · T Add Text · Add Image

Link ▾ · Crop Pages · Header & Footer ▾

Watermark ▾ · More ▾
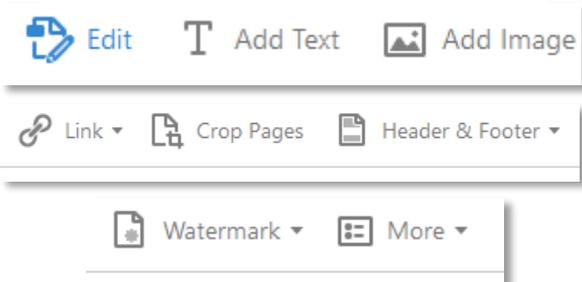
You may edit a PDF one page at a time. For more extensive editing or to make global formatting changes across the entire document, edit the original document. If the original isn't available, you can save the PDF as a Microsoft Word document or PowerPoint presentation. Then edit, and re-create the PDF.

Tools

Accessibility: Create and verify PDF files to meet accessibility standards for people with disabilities

Certificates: Digitally sign or certify documents and validate authenticity

Combine Files: Combine and arrange files into a single PDF

Comment: Add comments with highlights, sticky notes, and mark-up tools

Create Custom Tool: Create a customized collection of Acrobat features and share with others

Create PDF: Create a PDF from any format

Edit PDF: Edit text and images in PDF files

Export PDF: Convert PDFs to Word, Excel, PowerPoint and more

Fill & Sign: Fill and sign documents and forms electronically

Prepare Form: Quickly convert Word, Excel or scanned forms into PDF forms

Measure: Measure distance, area, and perimeter of objects

Optimize PDF: Reduce PDF file size, enable fast web view, control image and font options

Organize Pages: Delete, insert, extract, or rotate pages

Enhance Scans: Turns scans or photos of paper documents into searchable PDFs with selectable text

Protect: Prevent others from copying, printing & editing the information in PDFs

Send for Comments: Automatically collect comments from reviewers in a single PDF

Stamp: Add stamps such as 'approved' or 'draft'

Comment

You may edit a document with the keyboard or a pen. To receive the most options, select TOOLS → COMMENT. Once done editing, to save your changes, click SAVE in the toolbar.
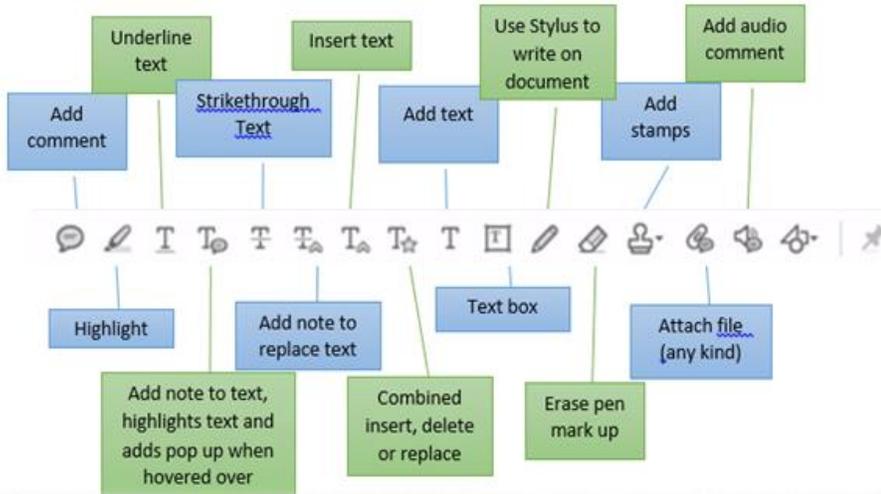
Stamps

You apply a stamp to a PDF in much the same way you apply a rubber stamp to a paper document

Apply a Stamp

Step 1: Select a stamp by doing one of the following:
- Click the Stamp tool. The most recently used stamp is selected.
- In the Stamps Palette, choose a category from the menu, and then select a stamp.

Step 2: Click the document page where you want to place the stamp, or drag a rectangle to define the size and placement of the stamp.

Step 3: If you haven't provided a name in the Identity preferences, the Identity Setup dialog box prompts you to do so.

Combine PDF's

Combine most file types — even rich media — into a single, organized PDF. You can merge Word, Excel, PowerPoint, audio, video, or web pages, as well as existing PDFs.

Step 1: Choose **Tools** > **Combine Files**

Step 2: Drag files or emails directly into the Combine Files dialog box OR choose an option from the Add Files menu.

Step 3: From here you can *rearrange*, *view*, *preview*, and *delete* pages as well as *sort* files and *move* them up or down.

Step 4: Click Options and select one of the file size options for the converted file.

Step 5: In the Options dialog box, specify the conversion settings as needed, then click **OK**.

Step 6: When you have finished arranging the pages, click **Combine Files**.

Digital Signature

Step 1: To add your certified signature to a document, open the document then select TOOLS and CERTIFICATES. Once the certificates toolbar opens, select DIGITALLY SIGN.
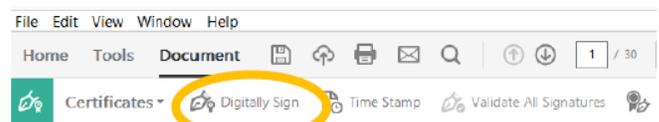
Step 2: Select the area to place your signature. Then the Sign Document pop up will appear-*the example is not exactly how your signature will appear*.

Step 3: In the password box at the bottom, enter your signature password.

Step 4: Click SIGN and the Windows Explorer box will appear to save the document with your signature. Once you save the document, your signature will appear on the document.

You now have a certified signature on your document.