

# Acrobat DC Pro

## Quick Start Guide

**PITTSBURGH TECHNICAL COLLEGE**

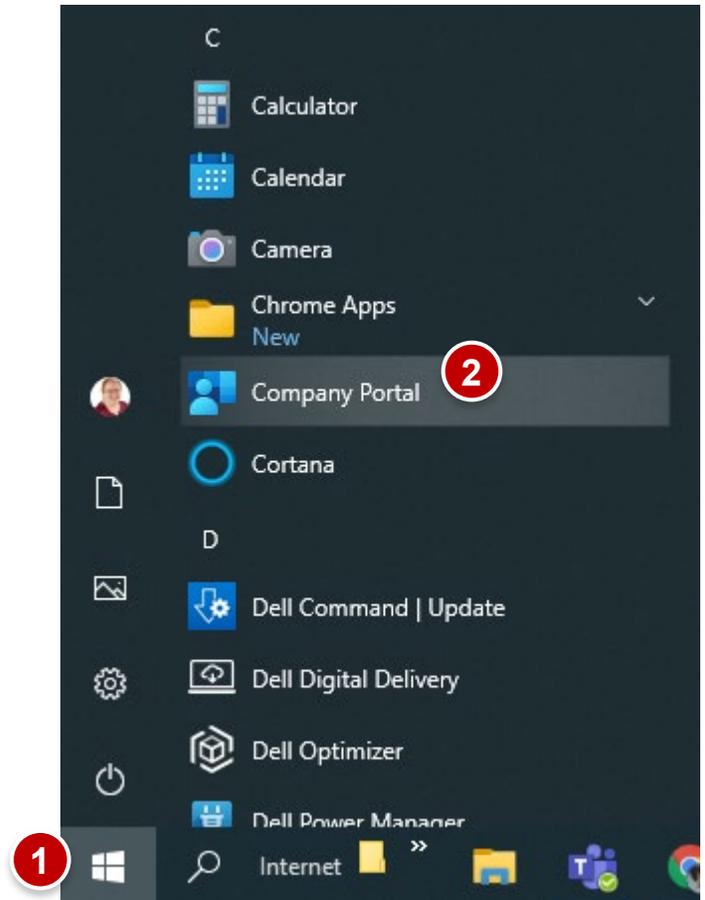


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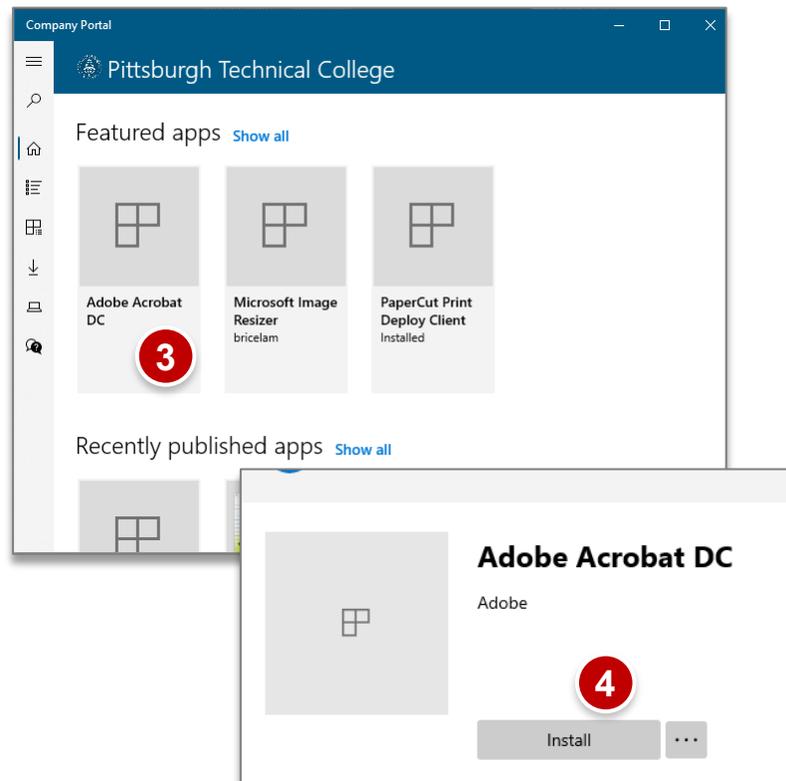
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# Installing Adobe Acrobat Pro DC on your PTC Laptop

1. From the computer's desktop, click on the Windows Start button
2. On the Start Menu, scroll down and click on Company Portal



3. In the Company Portal, click on the Adobe Acrobat DC tile
4. In the app pop-up window, click the Install button and follow the prompts



If you have any issues or questions, please contact Nora Stroop via email.



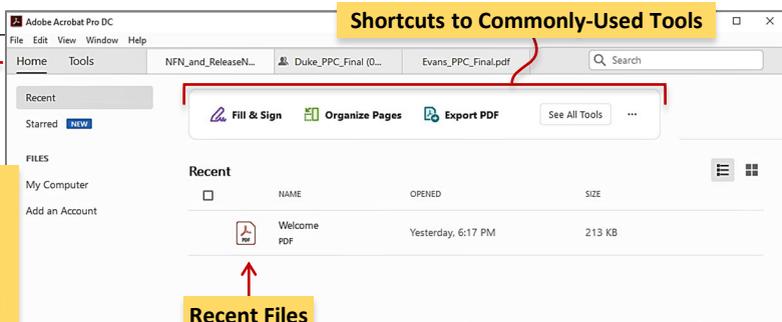
# GENERAL WORKSPACE OVERVIEW

Adobe Acrobat 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. The Home view gives you quick access to your recent files, shared files, frequently used tools, to-do tasks, and storage accounts.

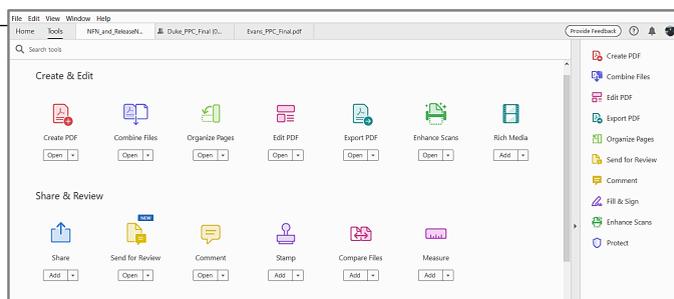
**Tabs:**  
Home, Tools, and when you have one or more documents open, their tabs will appear here.



## Tools

This is the go-to place to navigate and discover tools available in Acrobat. All the tools are listed by categories.

When you choose a tool, the tool-specific commands or toolbar appears in the document view if a file is opened.



## Document

This is the default view whenever a document is opened in Acrobat. When you open multiple documents, each document opens as a tab in the same application window.

**Menu Bar**

**Toolbar**

**Navigation Pane:**  
Allows you to browse using page thumbnails or bookmarks. You can also create and manage bookmarks and thumbnails here.

**Thumbnail Navigation**

**Bookmark Navigation**

**Document Pane**

**Tool Pane:**  
Includes shortcuts to frequently used tools. You can also access the tool screen using the shortcut at the bottom of the pane.

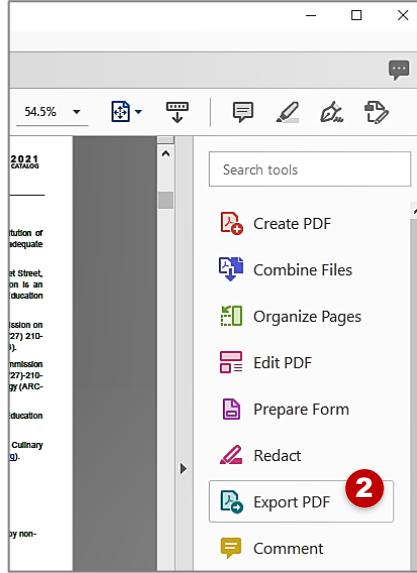
**Document Content:**

- Home: Click here to return to the dashboard from anywhere on the site. (NEVER use your browser's back button)
- Results Drop Down Menu: Click the down arrow next to Results to access these functions:
  - Response Rate Tracker: Detailed view of current and past course evaluations' response rates. Can be viewed by class.
  - Project Results: Access to past course evaluations not shown on the dashboard. Shows evaluations one quarter at a time.
  - Instructor Results: Access all your course evaluations in one list. You can create a batch report of any or all your course evaluations from this link.
  - Report Builder: Allows you to build evaluation reports based on custom criteria.
  - Instructor Means Reporting: Allows you to view the aggregated mean score for a specific course and/or instructor for select questions. This reporting can be run within one project or across multiple projects.
  - Results Feedback: Access any feedback between you and your chair.
- Your role on EvaluationK...
- Account Settings and Sign Out: Click the down arrow to access these functions.

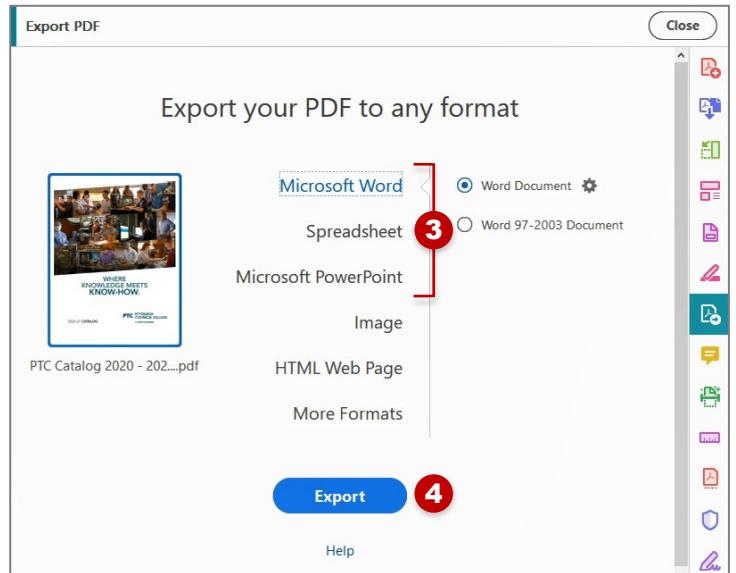


# CONVERT PDF TO WORD, POWERPOINT, OR EXCEL

1. Open the PDF in Acrobat.
2. Click the **Export PDF** tool in the tool pane on the right.



3. Choose **Microsoft Word** or **Microsoft PowerPoint** as your export format. If you have a PDF that has a table or spreadsheet, choose **Spreadsheet**.
4. Click **Export**. The Save As dialog box is displayed.
5. Select a location where you want to save the file, and then click **Save**.



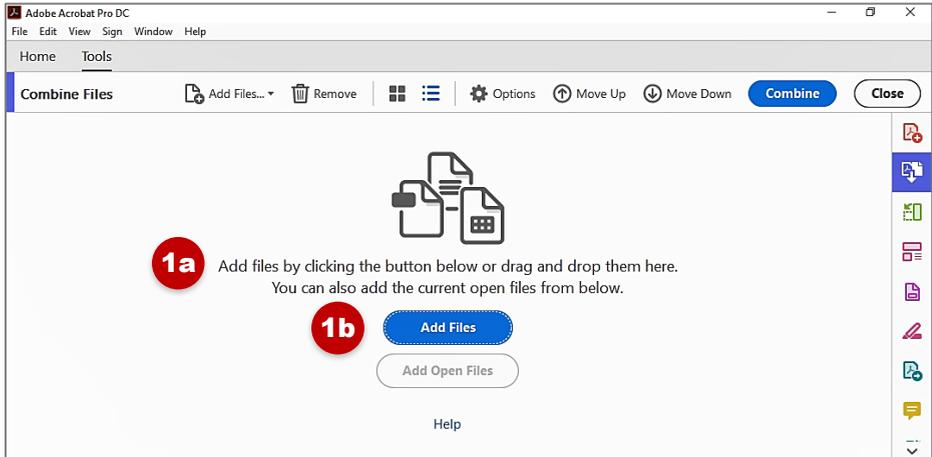


# COMBINE FILES

Use the **Combine Files** tool to merge any type of files. Acrobat lets you preview and arrange the documents and pages before creating the file. Acrobat converts the pages of the various files into sequential pages of a single PDF.

1. Choose **Tools > Combine Files** to display the Combine Files toolset. There are two ways to add files to combine:

- a. **Drag files directly** into the Combine Files interface.
- b. **Click on Add Files** and select which files to combine.

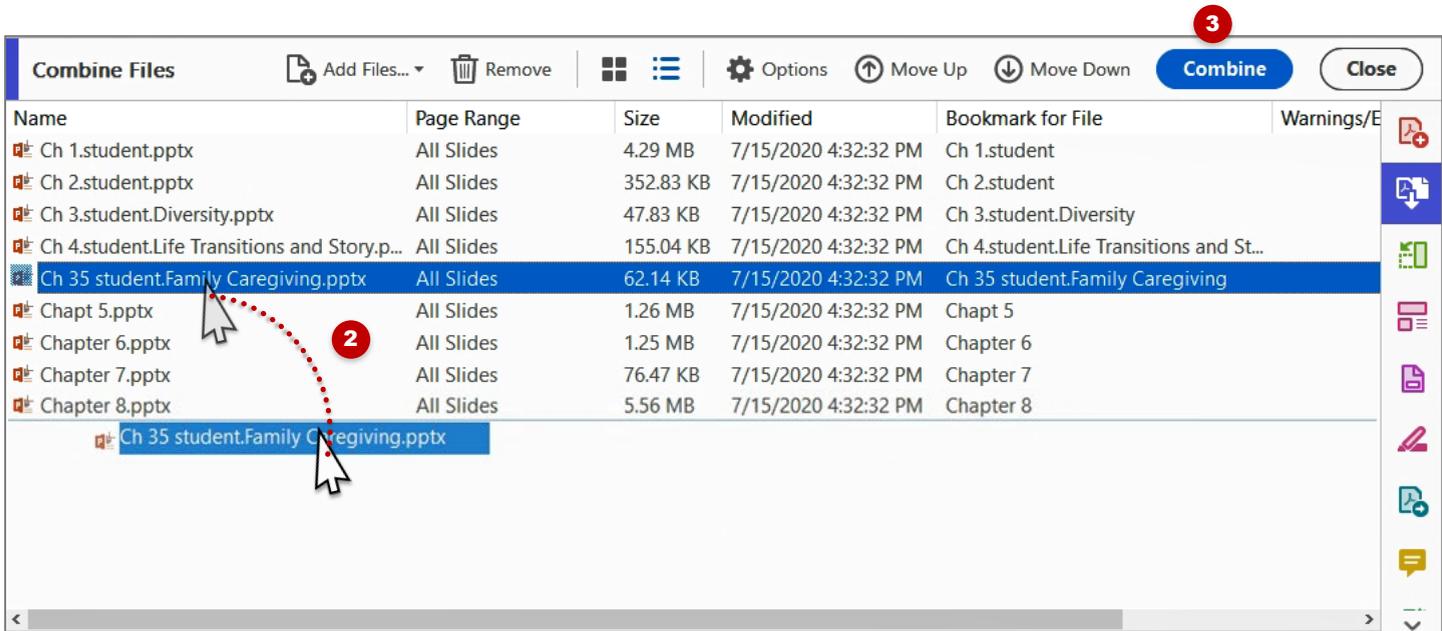


2. **Organize** the added files into the order they are to appear in the combined file by clicking on a file you want to move and drag it to the list position it is to appear.

3. Once the files are in the preferred order, click on the **Combine button**.

Acrobat will now combine the files. If a file is not a PDF, Acrobat may open it in its native application in order to convert it first.

Depending on the size of the files, this may take a few seconds to several minutes. Once the process is complete, the combined file will open in Acrobat. **Save** the new file.





# ORGANIZE PAGES

## Organize Pages Tool Workspace Overview

**Delete Page(s)**

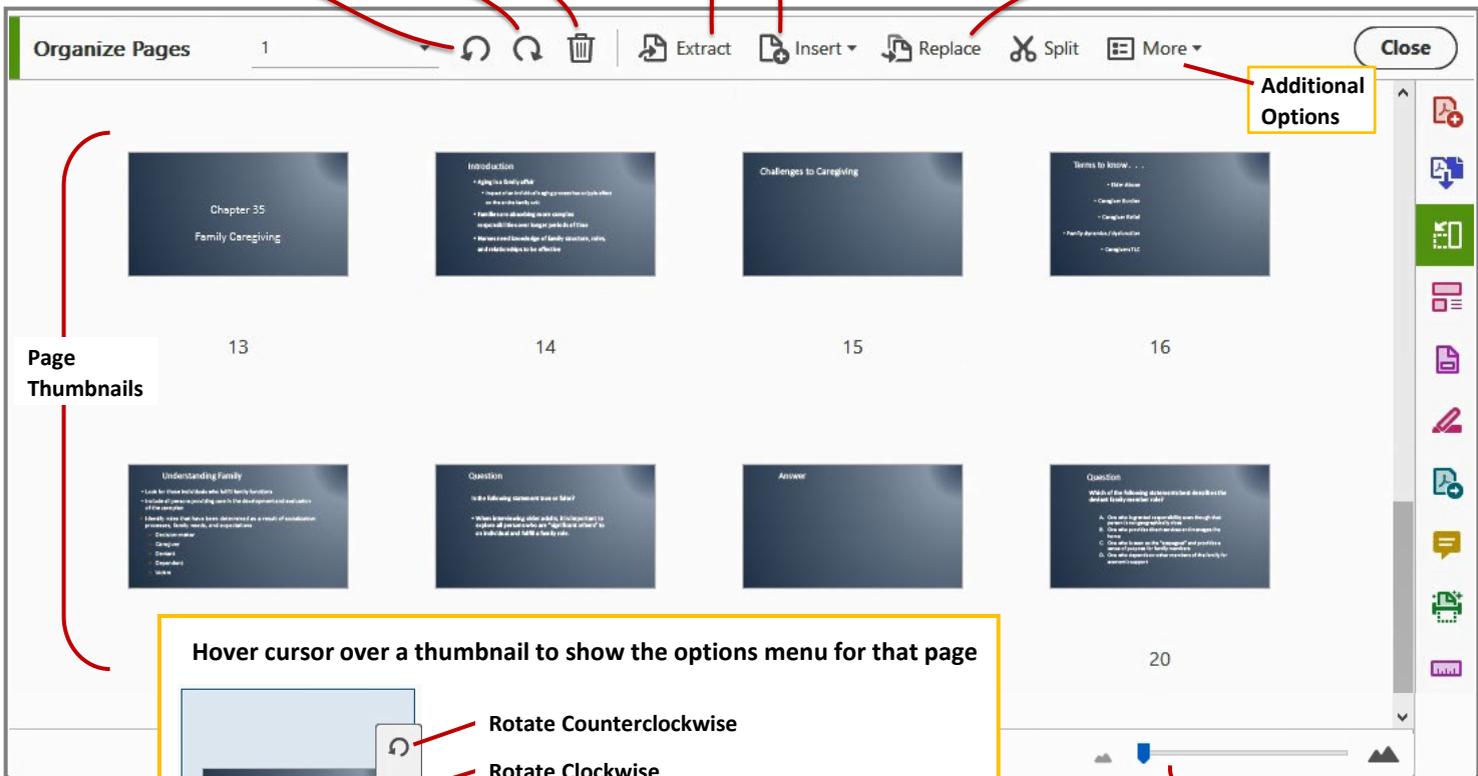
**Rotate Clockwise**

**Rotate Counterclockwise**

**Extract Page(s):** Copy or cut selected page(s) to create a new PDF.

**Insert:** Insert a file or blank page into the selected position.  
\* (also on the three-dot menu (...) beside each page)

**Replace:** Replace the currently selected page(s) with page(s) from another file.



**Hover cursor over a thumbnail to show the options menu for that page**

- Rotate Counterclockwise
- Rotate Clockwise
- Delete Page
- More Options →
- \* Insert from File...
- Insert from Clipboard
- Insert from Scanner
- Insert from Web Page...
- \* Insert Blank Page
- Cut Ctrl+X
- Copy Ctrl+C

**Zoom Slider:** Enlarge or reduce the size of the thumbnails.

## Rotate and Delete Pages

Use the individual page options to insert pages before or after, rotate, or delete those pages.

### To rotate or delete multiple pages:

1. Select the **first page** that you want to rotate or delete.
2. Click the **shift key** and hold it while you click on the **last page** that you want to rotate or delete.
3. On the **Organize Pages toolbar**, click either one of the rotate icons or the delete icon.

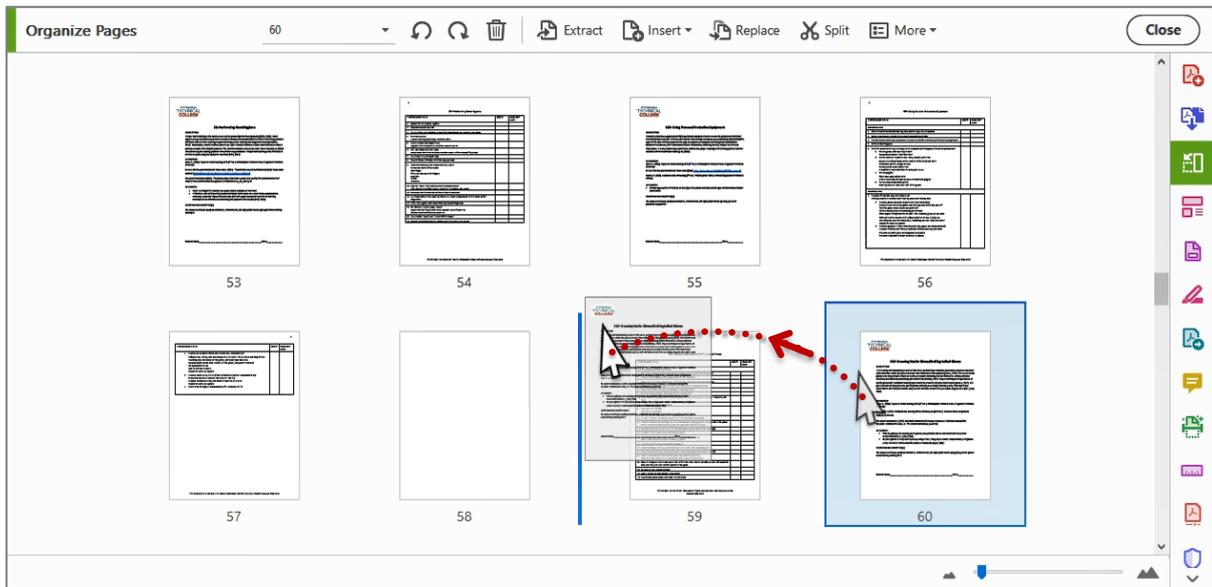


## ORGANIZE PAGES

### Move and Copy Pages

#### To move a single page:

1. **Left-click and hold** on the page that you want to move.
2. **Drag** the page to the position where you want it to go. As you drag, a blue bar appears between pages to indicate the page's destination.
3. Drop the page in the new position by **releasing the left-click button**.



#### To move multiple pages:

1. Click on the **first page** that you want to move.
2. Click the **shift key and hold** it while you click on the **last page** that you want to move.
3. **Left-click and hold** on one of the selected pages.
4. **Drag** the pages to the position where you want them to go.
5. Drop the pages into the new position by **releasing the left-click button**.

#### To copy single or multiple pages:

1. Select the page or pages you want to copy using **the same selection method used above**.
2. **Right-click** on a selected page and choose **Copy**.
3. Click between the page thumbnails where you want to paste the page(s).
4. **Right-click** between the two pages where you want the page(s) to go and select **Paste**.



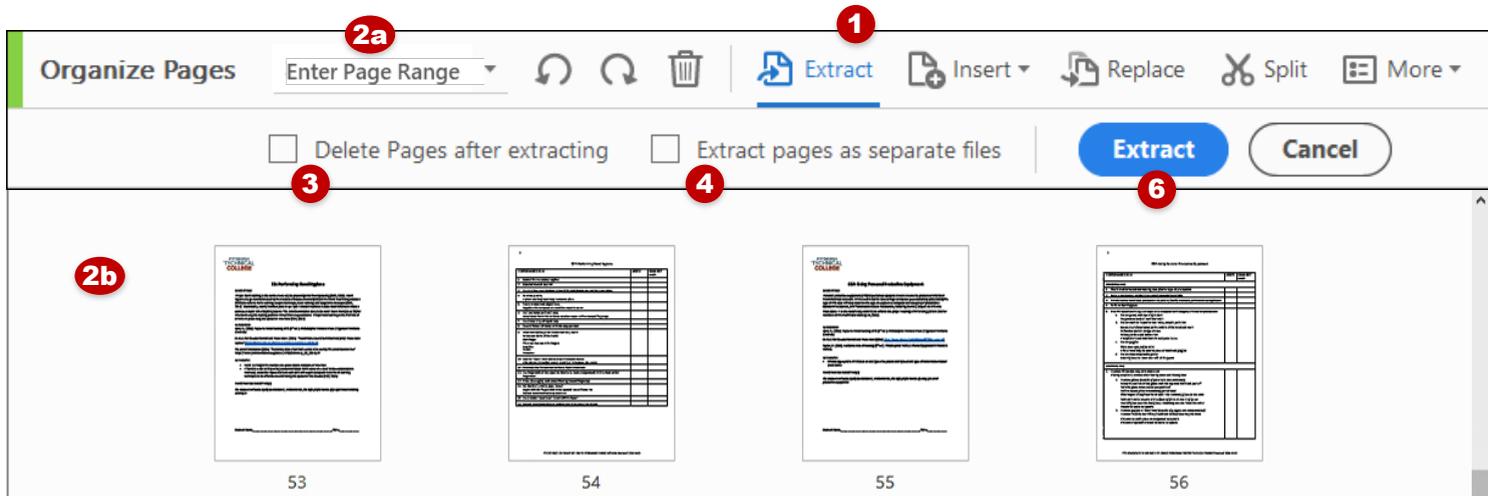
## ORGANIZE PAGES

### Extract Pages

*Extraction* is the process of reusing selected pages of one PDF in a different PDF. Extracted pages contain not only the content but also all form fields, comments, and links associated with the original page content.

You can leave the extracted pages in the original document or remove them during the extraction process—comparable to the familiar processes of cutting-and-pasting or copying-and-pasting.

Once you open the file that you want to extract pages from, click on the **Organize Pages** tool to begin the process.



1. On the Organize Pages toolbar, click Extract. The Extract secondary toolbar appears beneath the Organize Pages toolbar.
2. Specify the range of pages to extract. This can be done a couple of different ways depending on your preference. Do one of the following:
  - a. Select from the drop-down menu choices: Even Pages, Odd Pages, Landscape Pages, Portrait Pages, or All Pages, or you can enter the page or page range.
  - b. Click on the page(s) in the Organize Pages workspace. (Use the same Shift-Click method described in the Move/Copy Pages section)
3. To remove the extracted pages from the original document, select Delete Pages after extracting.
4. To create a single-page PDF for each extracted page, select Extract Pages as separate files.
5. To leave the original pages in the current document and create a single PDF that includes all the extracted pages, leave both check boxes unselected.
6. Click the blue Extract button. The extracted pages are placed in a new document.
7. Click the save button to name and save the new file in the location of your choice.

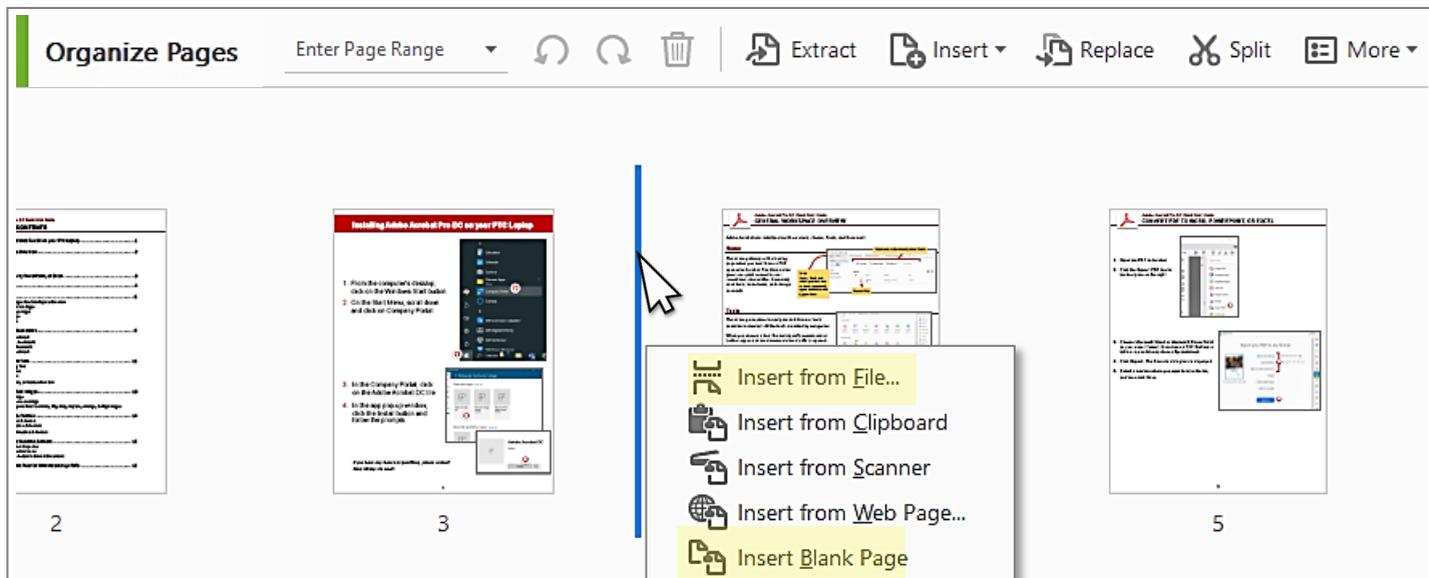
**NOTE:**

The creator of a PDF document can set the security to prevent the extraction of pages. This may prevent you from extracting pages from such a document.



## Insert Pages

You can insert the contents of an existing PDF into your current file as part of the Organize Pages tool. Another useful insert tool is Insert Blank Page which is helpful when paginating your document for printing.



### To insert from a file:

1. Hover cursor between the two pages where you want to insert one or more pages. When the **vertical blue line** appears, click on it.
2. From the pop-up menu, select **Insert from File...**
3. Locate the file that you want to insert. When inserting a file that is not a PDF, Acrobat will convert the selected file to PDF before inserting it into your current document.

### To insert a blank page:

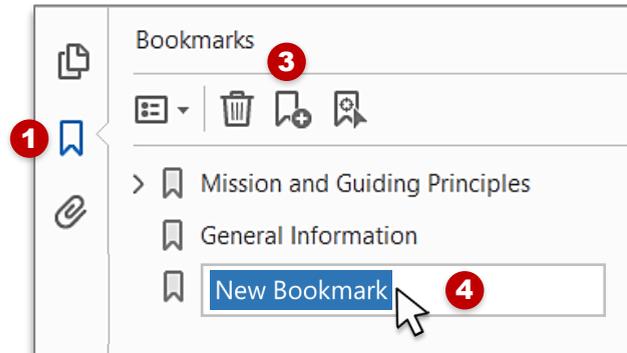
1. Hover cursor between the two pages where you want to insert one or more pages. When **the vertical blue line** appears, click on it.
2. From the pop-up menu, select **Insert Blank Page**



Bookmarks act as a table of contents as well as a list of links to select pages within your file. Use bookmarks to make navigating your file easier for the reader.

## Create a Bookmark

1. With the file open in Acrobat, click the **Bookmarks icon** on the left to open the Bookmarks panel.
2. Scroll to the page where you want the bookmark to link to
3. In the **Bookmarks toolbar**, click on the **Add Bookmark icon**. The new bookmark is automatically added at the end of the list.
4. In the Bookmarks panel, type or edit the name of the new bookmark.
5. Click and **drag** the bookmark to the position you want it to appear on the Bookmark panel. You can drag a bookmark to any position in the bookmark panel. Changing the order of where bookmarks appear in the bookmark panel does not affect the position of the actual page in the document.



## Move/Nest Bookmarks

You can nest a list of bookmarks to show a relationship between topics. Nesting creates a parent/child relationship. You can expand and collapse this hierarchical list as desired.

When dragging a bookmark, the **Line icon** will appear to indicate where the bookmark will be placed. There are two positions indicated by the line icon: **Parent** and **Child**.

- a. Parent position:** Primary, first-level bookmark. Arrow is located to the left of the bookmark icons.
- b. Child position:** Secondary sub-bookmark that is nested under a parent bookmark. Arrow is located to the right of the parent bookmark.



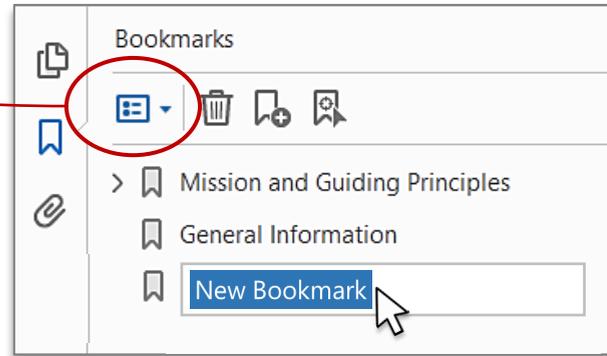
### Nest One or More Bookmarks:

1. **Select** the bookmark or range of bookmarks you want to nest
2. **Drag** the bookmark(s) to the position directly underneath the parent bookmark icon. Be sure the line icon arrow is in the **Child Position (b)**. Release the bookmark(s) to place them.
3. To move a bookmark out of a nested position, **repeat step 1** and drag the bookmark to where you want it to go, making sure the line icon is in the **Parent Position (a)**.



## Rename a Bookmark

1. Select the bookmark in the Bookmarks panel
2. Click on the **Options Menu**
3. Select **Rename Bookmark** from the dropdown menu
4. Enter the new name for the bookmark.
5. Press Enter on your keyboard to submit change



## Delete a Bookmark

In the Bookmarks panel, select a bookmark or range of bookmarks and press **Delete** on your keyboard.

**NOTE:** Deleting a bookmark also deletes any child bookmarks that are grouped with it. Deleting a bookmark does not delete any document text or page.



The Edit PDF tool allows you to add new content and apply changes to content in a PDF document.

Some of the tasks you can perform:

- Add, replace, edit, format text
- Add, format images
- Add, edit web links
- Add, format headers & footers



## Edit Existing Text

When you select the Edit PDF tool, Acrobat automatically applies OCR (*optical character recognition*) to your document and converts it to a fully editable copy of your PDF.

1. Click on the **Edit icon** on the Edit PDF toolbar 
2. Place the cursor next to the element you want to edit and begin typing. Just like working in a word processing program (like MS Word), you can type, backspace, and delete the existing and added text.

## Add New Text

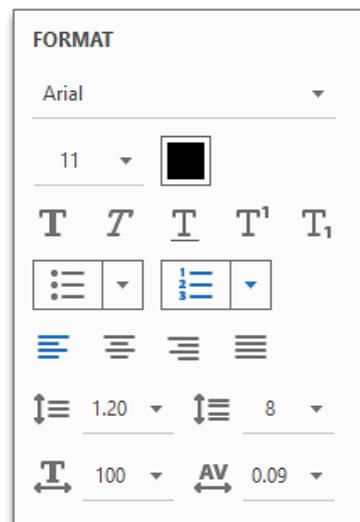
You can add or insert new text into a PDF using any of the fonts installed on the system.

1. Click on the **Add Text icon** on the Edit PDF toolbar 
2. Click on the document where you want to place the text box
3. The Add text tool intelligently detects the following text properties of text close to the point of click: Font name, size, and color; character, paragraph, and line spacing; horizontal scaling
4. Begin typing. The resulting text box can be moved, copied, or rotated, and the text can be formatted.

## Format Text

Change font, size, line spacing, character spacing, horizontal scaling, stroke width, or color.

1. Click on the **Edit icon** on the Edit PDF toolbar 
2. Select the text you want to edit
3. Format the text using the tools in the **Formatting pane** on the right side of the screen.



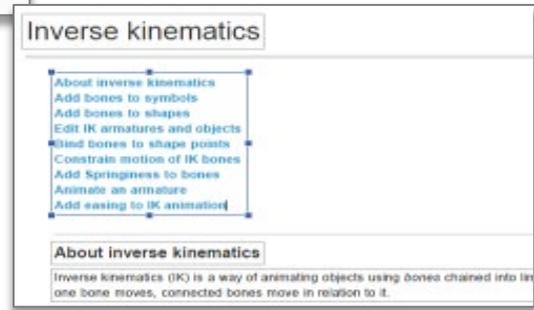


## Move, Rotate, or Resize a Text Box

1. Click on the **Edit icon** on the Edit PDF toolbar



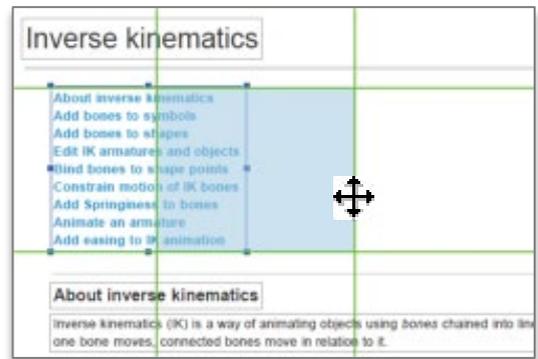
2. Click the text box you want to move, rotate, or resize. A bounding box with selection handles surrounds the text box you clicked.



3. Do any of the following:

### Move:

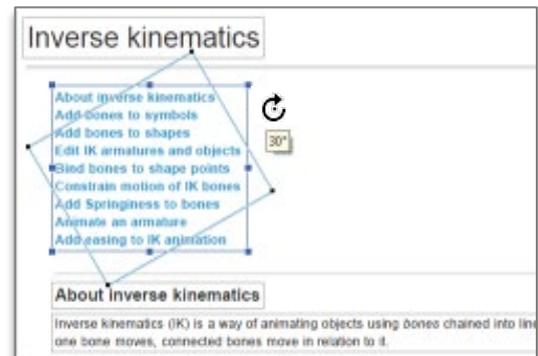
- Place the pointer over the line of the bounding box (avoid the selection handles).
- When the cursor changes to **Move pointer**,  drag the box to the desired location.
- Hold down the Shift key as you drag to constrain the movement vertically or horizontally.



*\* You cannot drag a text box to a different page. Instead, cut the image and paste it onto the new page.*

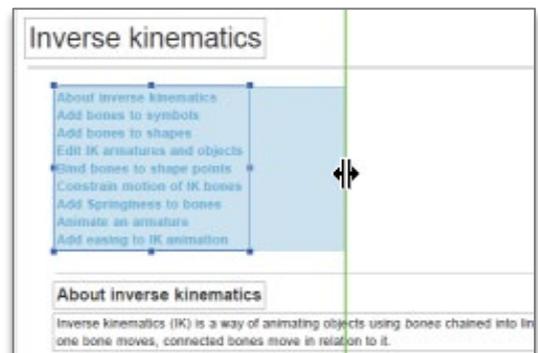
### Rotate:

- Place the pointer just outside a selection handle.
- When the cursor changes to the **Rotation pointer**,  drag in the direction you want it to rotate.



### Resize:

- Place the pointer just outside a selection handle.
- When the cursor changes to the **Resize pointer**,  drag the selection handle to resize the text block.





## Insert an Image

1. Click on the **Add Image icon** on the Edit PDF toolbar
2. In the Open dialog box, select the image file you want to place and click **Open**
3. Click where you want to place the image. The image will appear on the page.



## Move or Resize an Image

1. Select the image or object you want to edit
2. Hover the cursor over the object. An **Image icon** will appear in the top left corner.
3. Do any of the following:

### Move:

Left click and hold on the image, then drag it to the desired location on the page

*\* You cannot drag an image to a different page. Instead, cut the image and paste it onto the new page.*

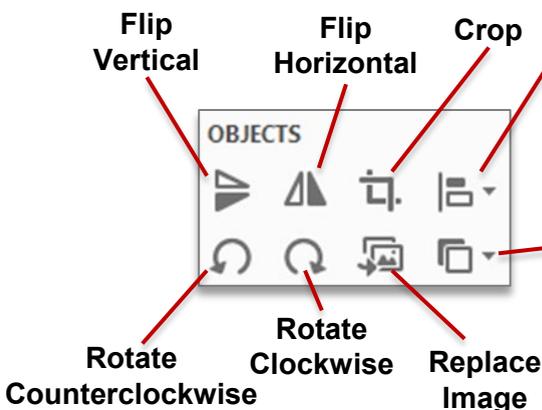
### Resize:

- a. Left click and hold on a **corner handle**
- b. Drag the corner handle to enlarge or reduce the size of the image

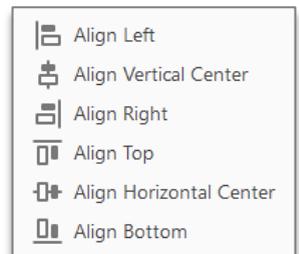


## Use the Objects Panel to Rotate, Flip, Crop, Replace, Arrange, and Align Images

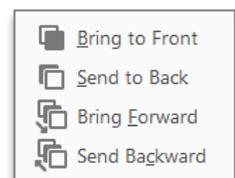
Click on an image and the Objects panel will activate.



**Align:** Select the objects you want to align by holding the Shift key while clicking on each object one by one. Choose the appropriate option from the **Alignment drop-down menu**



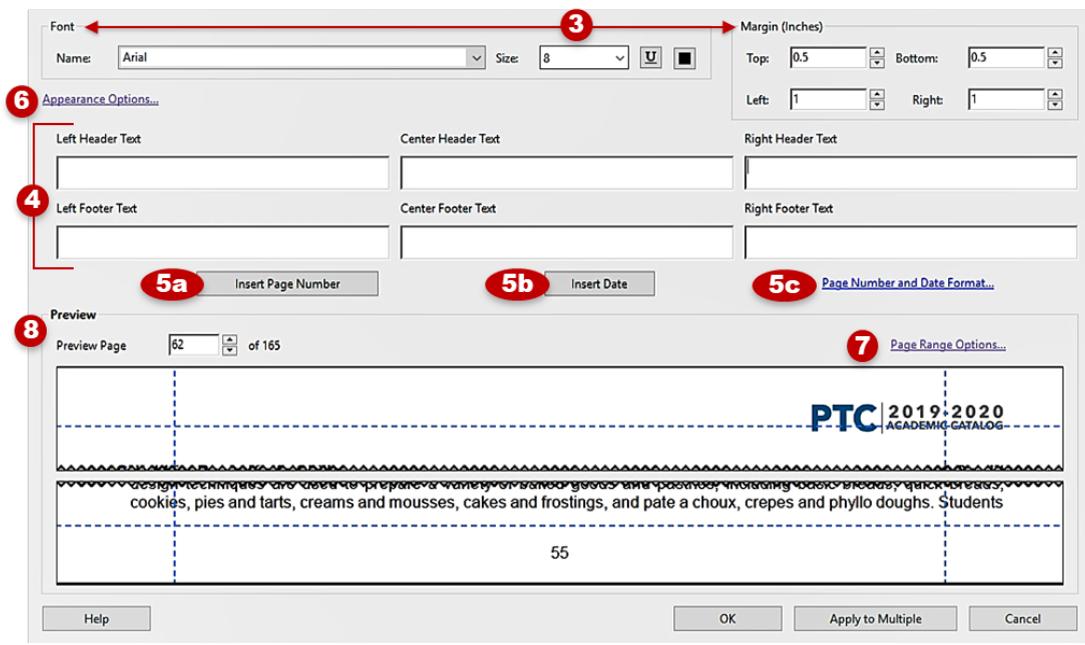
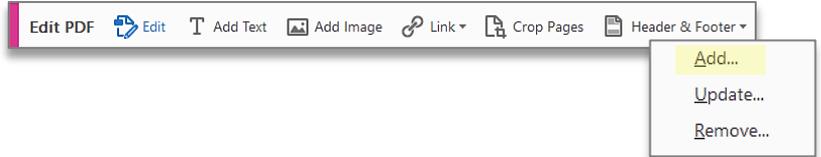
**Arrange:** Select an object to be moved behind or in front of other objects and select the appropriate position from the **Arrange drop-down menu**





## Add Headers and Footers

1. Click on the **Header & Footer** icon on the Edit PDF toolbar
2. Choose **Add** in the drop-down menu

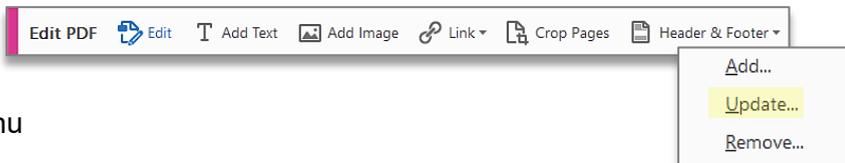


3. As needed, specify the **Font** and **Margin** values.
4. Type the text in any of the header and footer text boxes.
5. To insert **page numbers** or the **current date**:
  - a. **Page Number:** Click in a header or footer text box, then click the Insert Page Number button.
  - b. **Current Date:** Click in a header or footer text box, then click the Insert Date button.
  - c. To select formatting for automatic entries, click **Page Number and Date Format**.
6. Click **Appearance Options**:
  - Select **Shrink Document to Avoid Overwriting the Document's Text and Graphics**.
  - To prevent resizing or repositioning when printing the PDF in large format, select **Keep Position and Size of Header/Footer Text Constant When Printing on Different Page Sizes**.
7. To specify the pages on which the header and footer appear, click **Page Range Options**. Acrobat applies header/footer settings to all pages of the document by default.
8. Examine the results in the **Preview area**, using the **Preview Page** option to see different pages of the PDF.
9. Click **OK**.



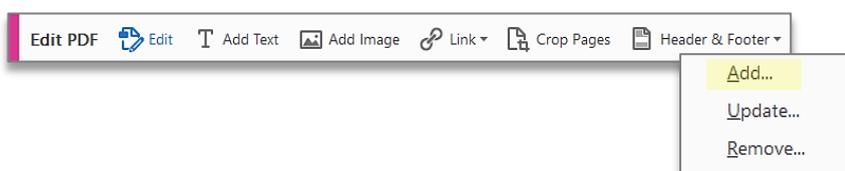
## Update Headers and Footers

1. Click on the **Header & Footer icon** on the Edit PDF toolbar
2. Choose **Update** in the drop-down menu
3. The **Update Header & Footer screen** is the same as the Add Header & Footer Screen. Change the settings as needed using the steps from that section.



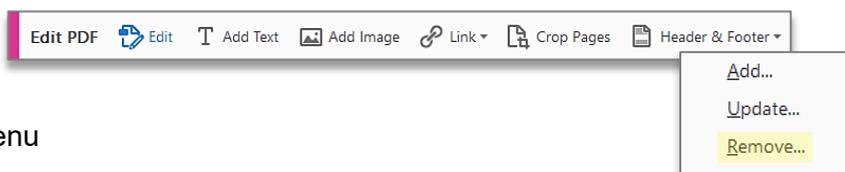
## Replace All Headers and Footers

1. Click on the **Header & Footer icon** on the Edit PDF toolbar
2. Choose **Add** in the drop-down menu
3. Click **Replace Existing** in the message that appears.
4. The **Replace Existing screen** is the same as the Add Header & Footer Screen. Change the settings as needed using the steps from that section.



## Remove All Headers and Footers

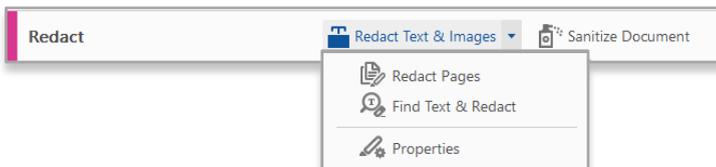
1. Click on the **Header & Footer icon** on the Edit PDF toolbar
2. Choose **Remove** in the drop-down menu





# REDACTION: REMOVE SENSITIVE CONTENT

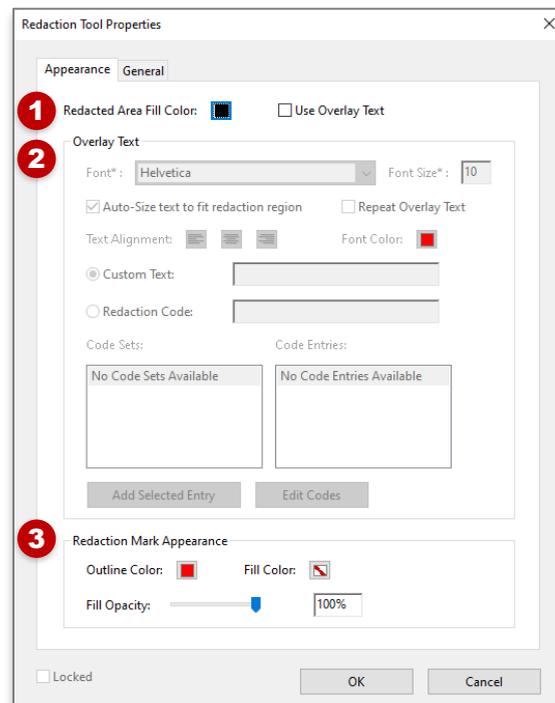
Using the Redact Tool, you can delete sensitive text and graphics from a PDF by either marking each item or searching for all occurrences of an item.



## Set Redaction Properties

By default, thin red outlines appear around images and text you mark for redaction, and black boxes appear in place of redacted images and text. You can change the appearance of redaction marks at any time before you apply the redactions by clicking on Redact Text & Images and selecting Properties.

- 1. Redacted Area Fill Color:** Change how the redacted area will appear in the document. Black is the default color.
- 2. Overlay Text:** Add any text to appear over the redacted area.  
Example: *He told Tom to* **Top Secret**.
- 3. Redaction Mark Appearance:** Change the appearance of the redaction mark that appears as you are selecting areas to redact. A red outline is the default.



## Redact Individual Items

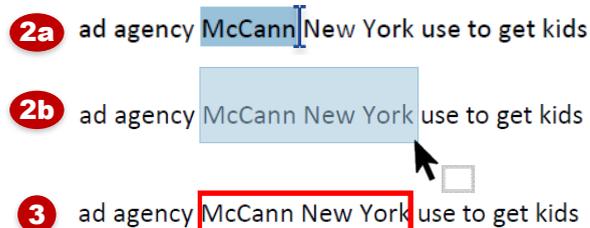
With the document open in Acrobat:

1. Choose **Tools > Redact**
2. To mark the area you wish to redact, do one of the following:
  - a. Left-click and drag the cursor over the text to highlight it.
  - b. Left-click and drag the cursor over an area to draw a box around the text or images you want to redact.

**3. Repeat** Step 2 for all items to redact. Each item marked will be marked with a red line around the area.

4. When you have finished marking the items you want to redact, click **Apply** on the right side of the Redact toolbar to remove the items.

5. All redacted items will be replaced with a box in the color you selected in the previous section.

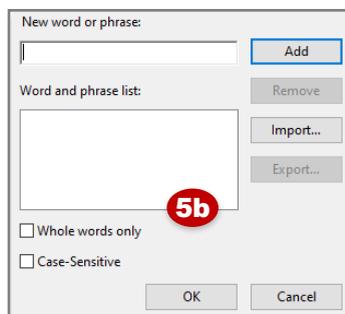
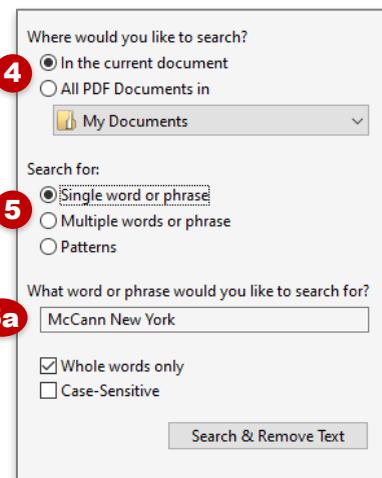




## Find Text & Redact in Current Document

With the document open in Acrobat:

1. Choose Tools > Redact
2. Click on the down arrow next to Redact Text & Images
3. Select Find Text & Redact from the dropdown menu
4. Select **In the current document**
5. Select whether you want to search for single or multiple words or phrases
  - a. Single word or phrase: Type in the word or phrase you would like to search for
  - b. Multiple words or phrases: In the pop-up window, add the words or phrases you would like to search for and click OK
6. Click on Search & Remove Text



**IMPORTANT: Items aren't permanently removed from the document until you save it.**



## Add Sticky Note Comments in a PDF

The most common type of comment is the **sticky note**.



A sticky note has a note icon that appears on the page that, when clicked, will display your comment in either a pop-up note or in the comment pane on the right side of the document window. You can add a sticky note anywhere on the page or in the document area.

The sticky note tool is available on the main toolbar of any open document. For more advanced commenting options, such as highlighting, lines/arrows/shapes, etc., open the Comment tool from the Tools menu.

With the document open in Acrobat:

1. Click the sticky note icon in the main toolbar and click where you want to place the note.



2. Type text in the pop-up note window. You can also copy and paste text from the document into the note.

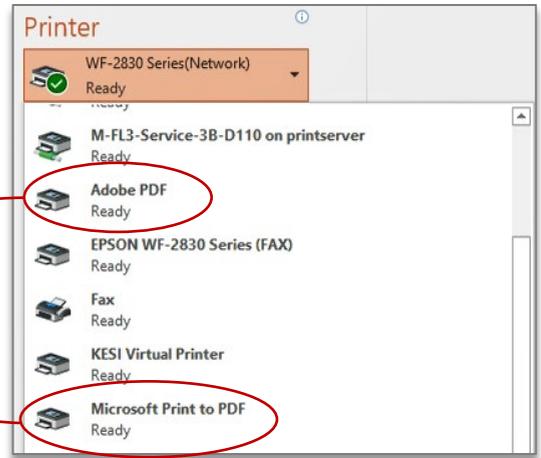


# PREPPING POWERPOINT FILES FOR MAXIMIZED 2-UP PDFs

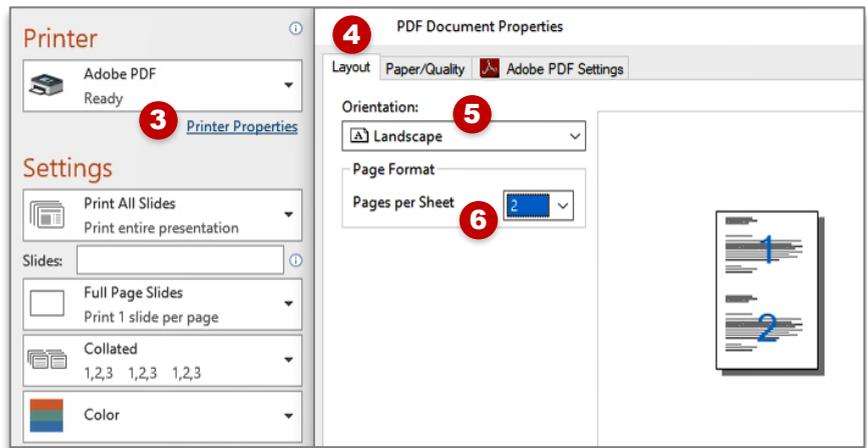
When preparing PowerPoint presentations to be included in PDF handouts or books, it's a good idea to print them in a 2-up layout (meaning 2 slides per page). Follow these directions to save a PowerPoint as a PDF with a 2-up layout using the Print function.

## With the file open in PowerPoint:

1. Click **File > Print**
2. From the printer drop-down list, choose either **Adobe PDF** or **Microsoft Print to PDF** (you may have both or just one)



3. Click on **Printer Properties**
4. Click on the **Layout** tab
5. Under **Orientation**, select **Landscape**
6. Under **Page Format**, select **2 pages per sheet**
7. Click **OK** to close the Printer Properties window
8. Click **Print** to save the PDF in the folder of your choice



9. Open the newly-created PDF in Acrobat. Note that the pages are now formatted for two slides per sheet and the slide size is as large as the page will allow.
10. You can organize the pages and/or add additional pages (blank, cover, section dividers, additional pages, etc.)
11. Set up to print as you would any other PDF.

Note: There is no need to set up the print as a 2-up print because the file is already formatted this way.

