Adobe Acrobat Pro DC
(Document Cloud)
Essentials

Course objectives:

- Create and modify PDFs
- Extract and convert content
- Protect and secure documents
- Comment and annotate PDFs

Student Training and Support

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Staff Training (Bookings)

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Web   http://www.uq.edu.au/staffdevelopment

Staff may contact their trainer with enquiries and feedback related to training content. Please contact Staff Development for booking enquiries or your local I.T. support for general technical enquiries.

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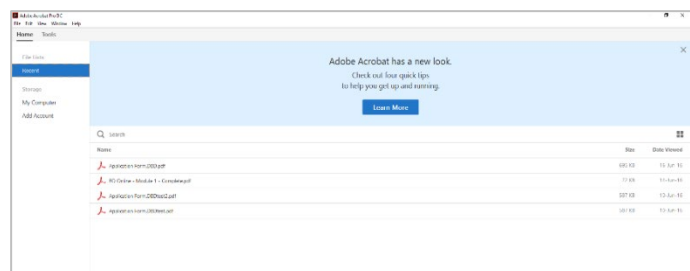
Interface Overview

Open **Adobe Acrobat DC** from desktop

1. Click **Windows** icon in taskbar

2. Select **Adobe Acrobat DC** icon
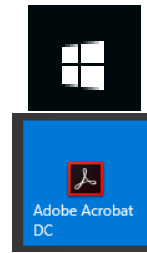
Welcome Screen

From the Acrobat DC welcome screen you can access one of your recently used files or use the Getting Started menu as a pathway into the application
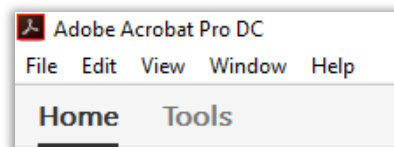
Home (default welcome)
*   Click on any of the files listed

Tools
Click any option to work with PDF's

Acrobat DC Pro Screen

1. Menus
The menu bar has been consolidated and now displays only 5 headings.

2. Toolbars
Quick Tools and Favourites toolbars are always visible with an open file.
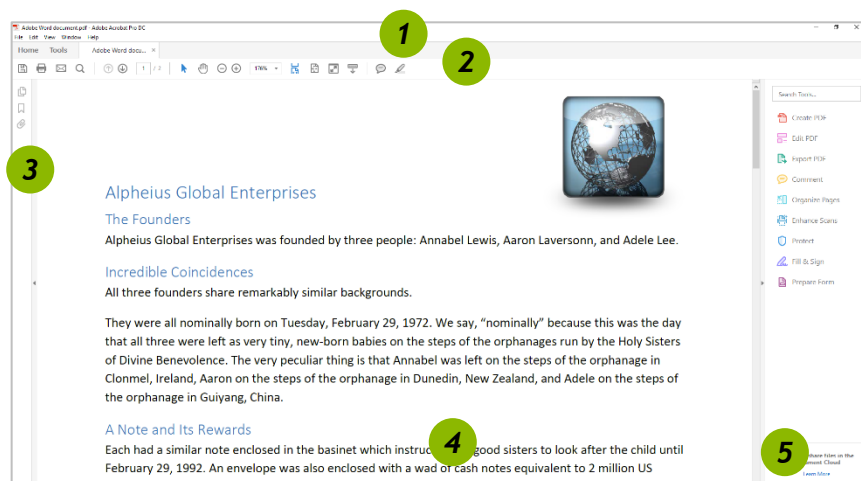
3. The Navigation pane
Contains a number of icons which reveal tools for moving around the document.

4. The Document pane
Acrobat displays the pages of your document here.

5. The Tasks pane
Tools in the Tasks pane are arranged in a series of panels. Each panel can be opened or closed by clicking on its name.
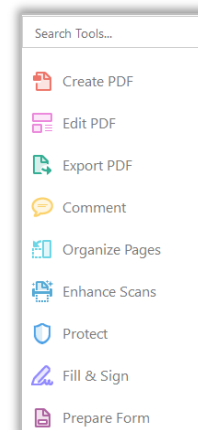
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Adobe Acrobat DC: *Essentials*

# Acrobat X Pro versus Acrobat Pro DC

| Exercise 1.	New Tools Panel

Panels

Panels give access to various Acrobat components. These components provide the user with various tools to affect the document, the ability to comment on and annotate the document and share it with other users.

1. Open **Adobe Word Document2018.PDF**

2. Click **Tools** in the toolbars, to view all the available tools.
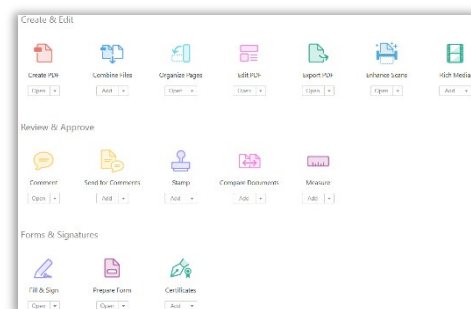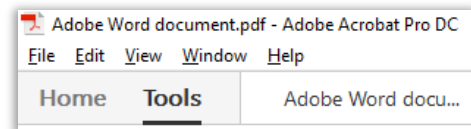
Access more tools

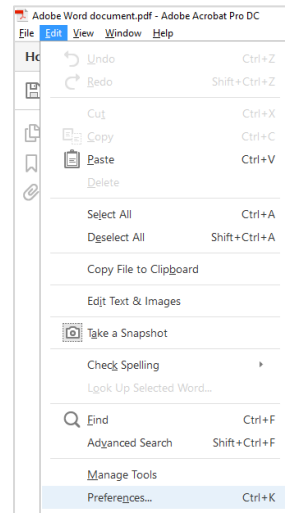3. Click **Add** beneath **Accessibility** to add this tool to the Tools Pane

.
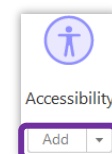
Adobe Acrobat DC: *Essentials*

Getting Started

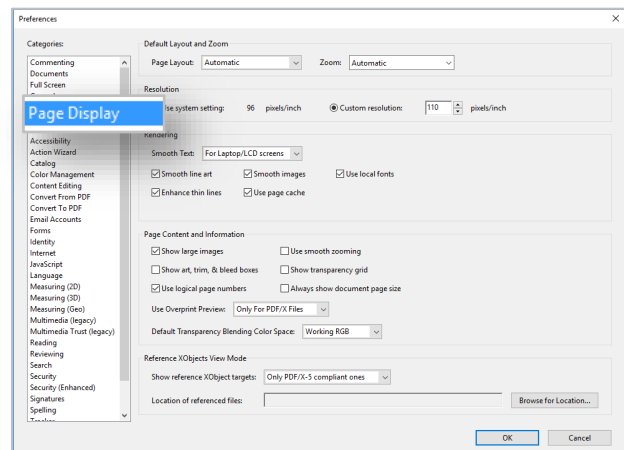| *Exercise 2.*	*Setting Acrobat Preferences*

Set page display magnification

1.   Click on **Edit** > **Preferences**

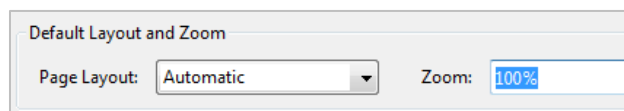Acrobat displays the Preferences dialogue box

2.   Click the **Page Display** category

3.   Change Zoom to **100%**

4.   Click on **OK**

Whenever a **PDF** is opened it will be displayed at 100%

Notes

Manage PDF file settings

1. Click on **Edit** > **Preferences**

2. Select the **Spelling** category

3. Select **Add**

4. Click on **English (United Kingdom)** and place a tick

5. Click on **English (United States)** and remove the tick

6. Click on **OK**

7. Select the **Units & Guides** category

8. Change **Page and Ruler Units** to **Centimeters**

9. Click on **OK**

Notes
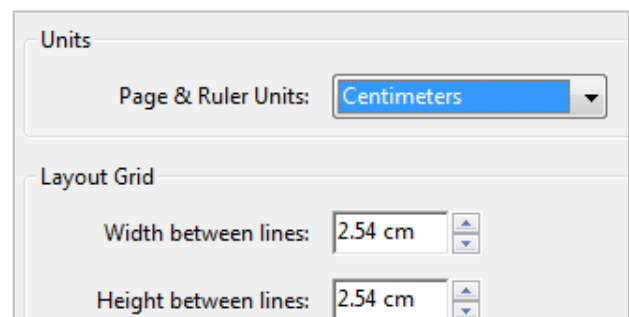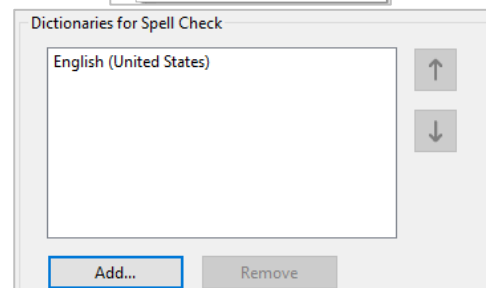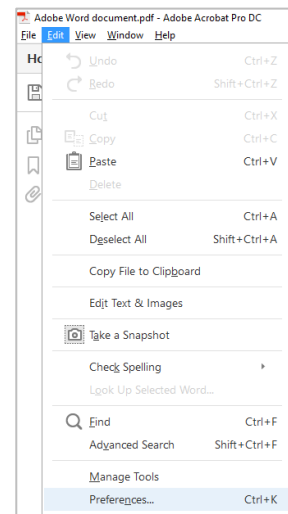
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Creating PDFs

Exercise 3.	Create a PDF from Word

Converting a Word document with styles applied

1. Open **Microsoft Word**

2. Open **Adobe Word Document.docx**

3. Click the **File** tab

4. Select **Save as**

5. Click the **Browse** button

6. Select **PDF (*.pdf)** in the **Save as type:** field

7. Select **Optimize for Standard**

8. Check **Open file after publishing**

9. Click the **Options** button

10. Check **Create bookmarks using:**

11. Select **Headings**

12. Click on **OK**
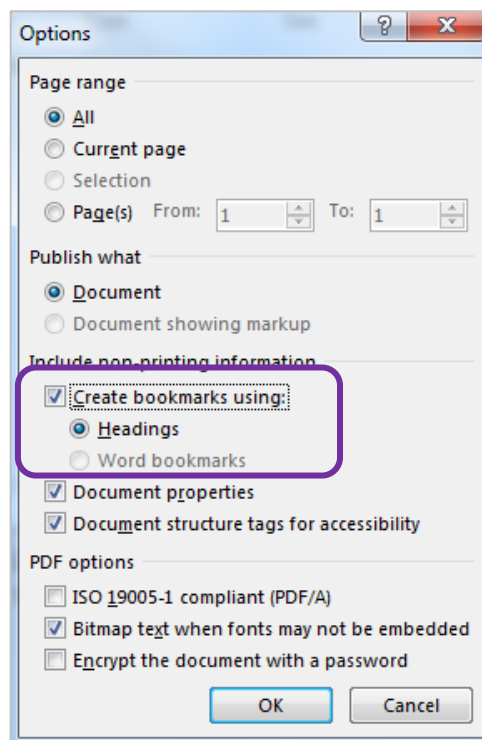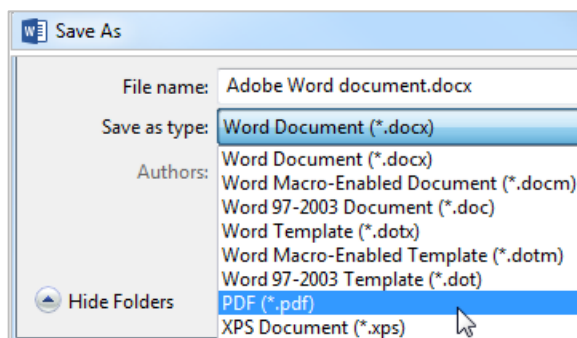
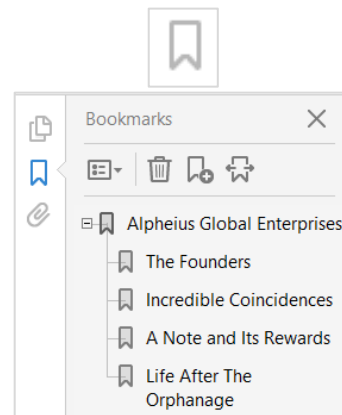After conversion your document will open in Acrobat

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Navigate file with bookmarks

1. Click on Bookmark icon to expand pane

All the styled text from Word document has been included as a PDF bookmark

2. Click on any bookmark

PDF Settings

After conversion you can access document properties in Acrobat Pro to complete metadata and other settings

1. Click on **File** > **Properties**

2. Complete metadata on the **Description** tab

3. Click on the **Initial View** tab

4. Change **Navigation tab:** to **Bookmarks Panel and Page**

5. Change **Magnification** to **Actual Size**

6. Click on **OK**

7. Close file using **CTRL+W** on the keyboard

This will keep the application open
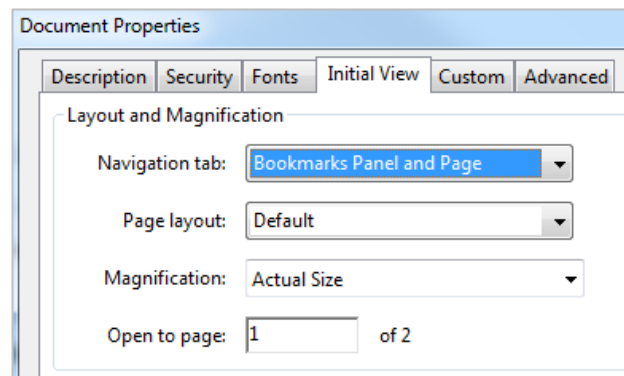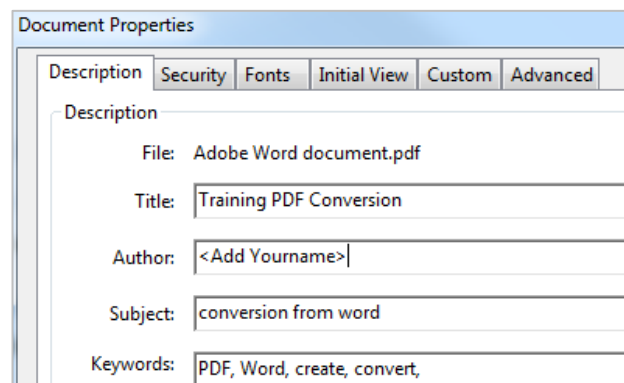
Notes

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## Exercise 4.   *Set Acrobat as default PDF reader*

To ensure your PDF's open in Acrobat DC you can choose a default program:

1. Open **Windows Explorer**

2. Navigate to **Adobe Word Document.PDF**

3. Right click on filename

4. Select open with…

5. Select **Choose another app…**

6. Click on **Adobe Acrobat DC**

7. Check **Always use the selected program with this kind of file**
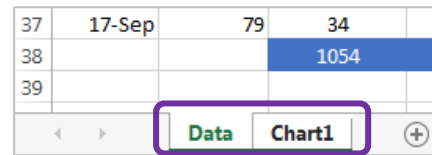
8. Click on **OK**
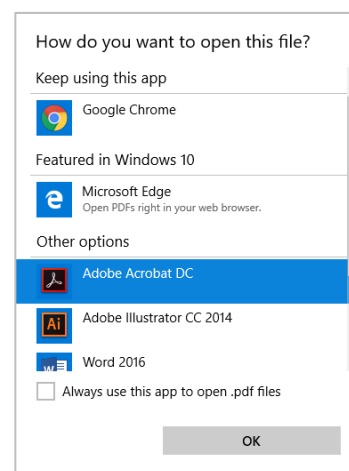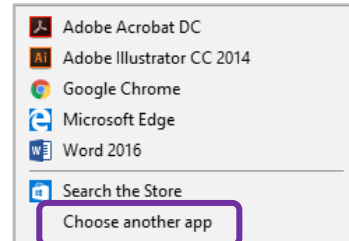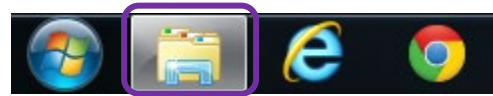
OR
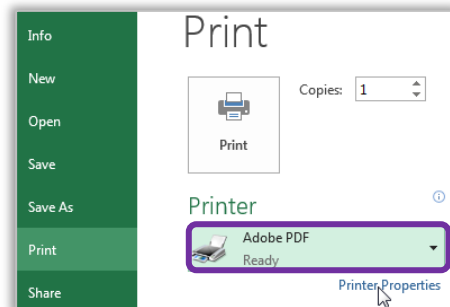
9. Click on "**Keep using Adobe Acrobat DC**"
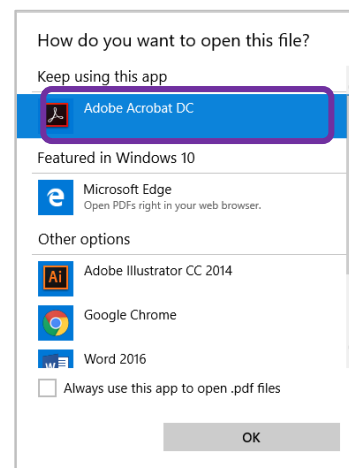
Notes

Exercise 5. *Create a PDF by Printing from Excel*

1. Open **Adobe Excel Spreadsheet.xlsx**
2. Select both worksheet tabs
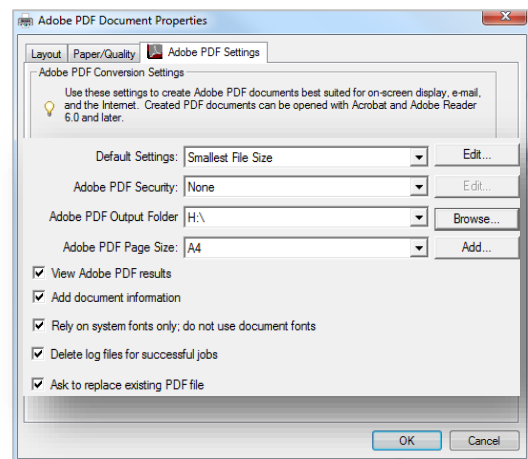   Hold **CTRL** key and click **Chart1** tab

3. Click on **File**
4. Select **Print**
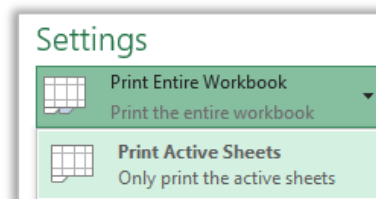5. Change the printer to **Adobe PDF**
6. Click on **Printer Properties**

7. Change settings as shown:
   - Default Settings: **Smallest File Size**
   - PDF Security: **None**
   - PDF Output folder: **H:**
   - PDF Page Size: **A4**
8. Tick all other options
9. Click **OK**

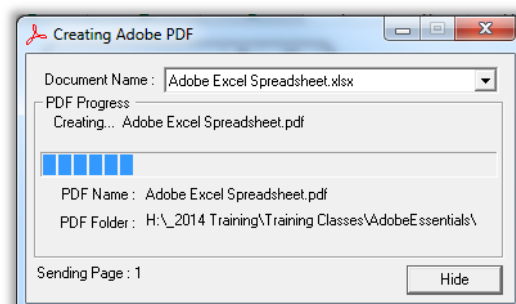The output folder can be anywhere you want to store the PDF.

10. Change Settings to "**Only print the active sheets**"
11. Click **Print** button

The active spreadsheets will be printed and converted to PDF. After conversion your PDF will open in Acrobat.

If the Excel sheets do not print as desired, adjust Excel Page Layout settings to change how the content is sized
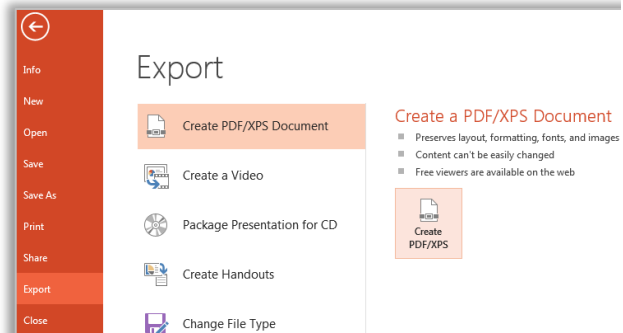
Notes

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Exercise 6.   *Create a PDF from PowerPoint*
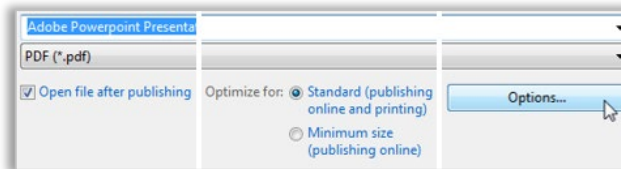
1. Open **Adobe PowerPoint Presentation.pptx**

2. Click on **File**
3. Select **Export**
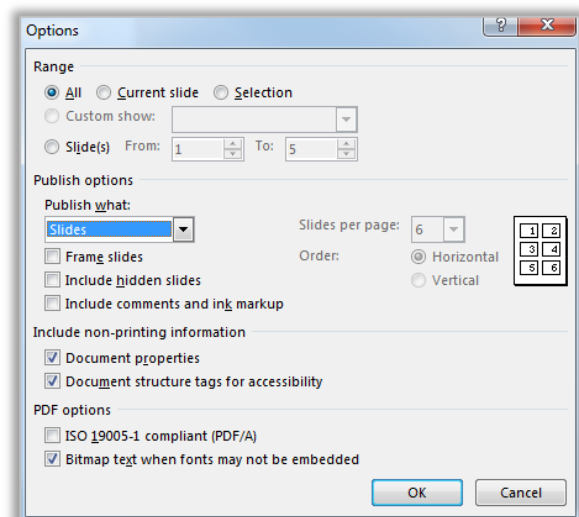4. Click **Create PDF/XPS** button

Export

Create PDF/XPS Document

Create a Video

Package Presentation for CD

Create Handouts

Change File Type

Create a PDF/XPS Document
- Preserves layout, formatting, fonts, and images
- Content can't be easily changed
- Free viewers are available on the web

Create PDF/XPS

5. Check Open file after publishing
6. Select **Optimize for Standard**
7. Click the **Options** button

Adobe Powerpoint Presenta

PDF (*.pdf)

☑ Open file after publishing   Optimize for: ◉ Standard (publishing online and printing)   Options...
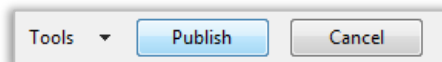   ○ Minimum size (publishing online)

8. Click on **OK**

This will confirm default settings as shown

- Range: **All**
- Publish options: **Slides**
- Include non-printing information:
  **Document properties
  Structure tags for accessibility**
- PDF options: **Bitmap text when fonts may not be embedded**

Options

Range
◉ All   ○ Current slide   ○ Selection
○ Custom show:
○ Slide(s)   From: 1   To: 5

Publish options
Publish what:
Slides   Slides per page: 6   1 2 / 3 4 / 5 6
☐ Frame slides   Order: ◉ Horizontal
☐ Include hidden slides   ○ Vertical
☐ Include comments and ink markup

Include non-printing information
☑ Document properties
☑ Document structure tags for accessibility

PDF options
☐ ISO 19005-1 compliant (PDF/A)
☑ Bitmap text when fonts may not be embedded

OK   Cancel

9. Click on **Publish**

Tools ▾   Publish   Cancel
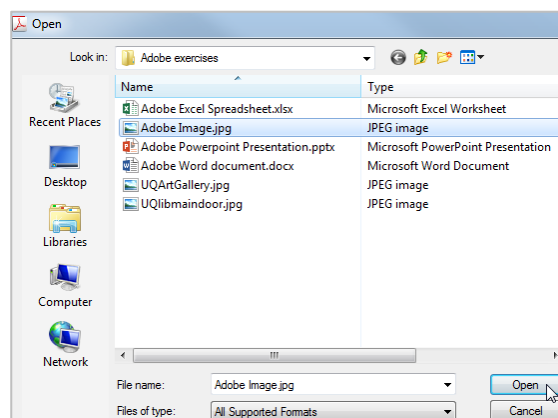
Notes

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Exercise 7.	*Create a PDF from within Acrobat*

a. Create a PDF

1. Click on **Create PDF** n the Tools
   Screen
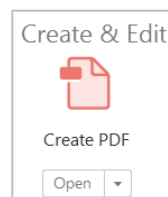
2. Select **Select a File**
3. Select **Adobe Image.jpg**
4. Click on **Create**

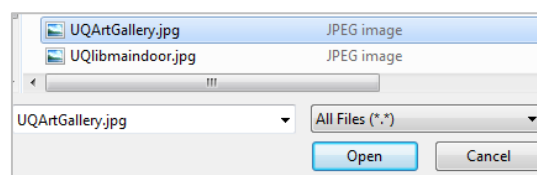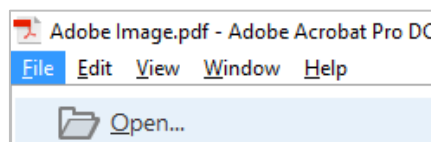The image will be converted and opened in Adobe
Acrobat Pro.
   If you want to save the file choose
   - **File > Save as**

b. Open a file as a PDF

1. Click on **File** > **Open…**

2. Change Files displayed to **All Files (*.*)**
3. Select the file **UQArtGallery.jpg**
4. Click on **Open**

Adobe will attempt to convert the file to PDF and will
open it if successful.
If you want to save the file choose
   - **File > Save as**

Notes

c. **Create a PDF from a file**

1. Click on **File>Create**
2. **Select PDF from File…**
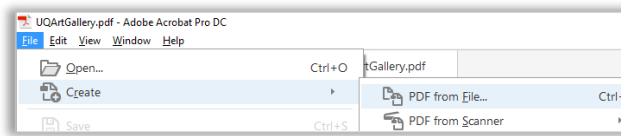
3. Change Files displayed to **All Files (*.*)**
4. Select the file **UQlibmaindoor.jpg**
5. Click on **Open**
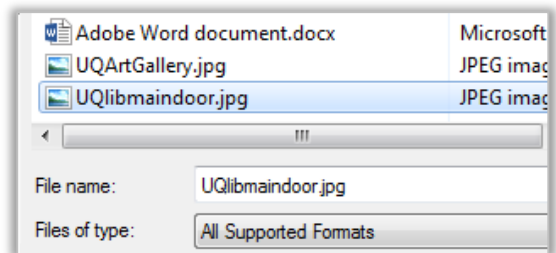
Adobe will attempt to convert the file to PDF and will open it if successful.
If you want to save the file choose

- **File > Save as**

Notes

Accessibility

Accessibility is about making a document 'accessible' to people with impaired vision, both blindness and low vision, and impaired mobility. The accessibility features of Acrobat allow pdf files to be used with screen magnifiers, screen readers and braille printers.

Including accessibility features in a pdf also allows for correct reflow and viewing on mobile devices with small screens.

There are two categories of features: those that make reading a pdf easier and those that allow you to create accessible pdf documents.

Exercise 8.	Check a PDF for Accessibility

1. Open **Adobe Word Document.PDF**
2. Click on **Tools** to open pane
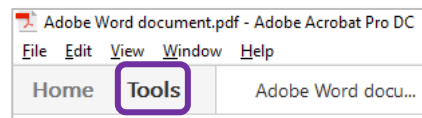
3. Select **Accessibility** panel
4. Click on **Full Check**
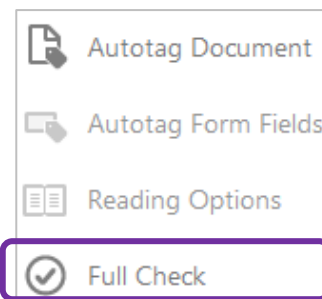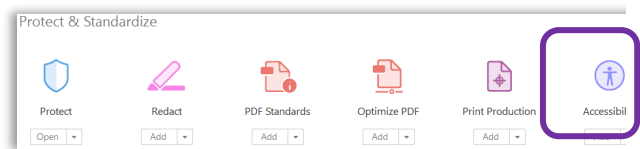
5. Complete settings to
   - **Create Accessibility Report**
   - **All pages in document**
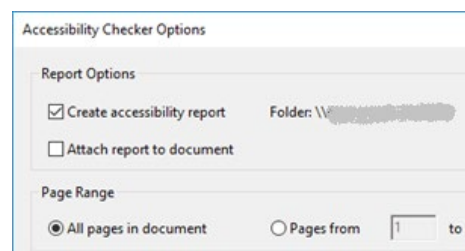
Notes

6. Click **Select All** button to confirm all checking options
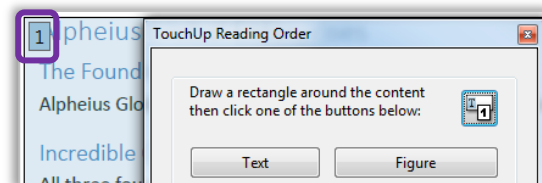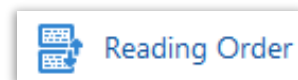
7. Click on **Start Checking** button
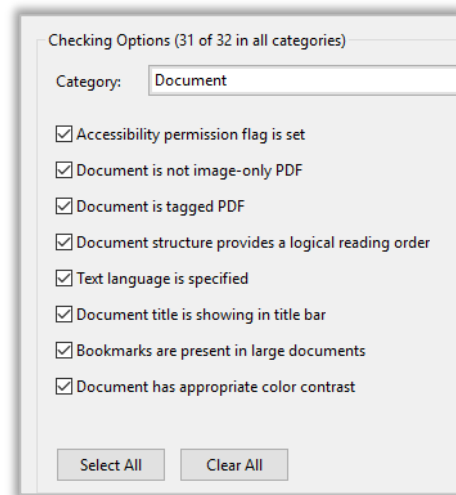
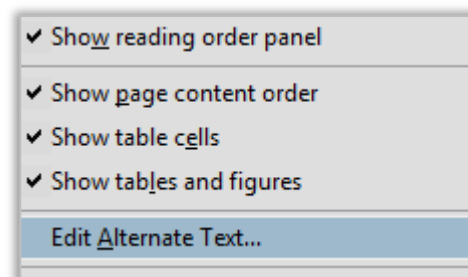A report is generated and displayed in a panel on screen.
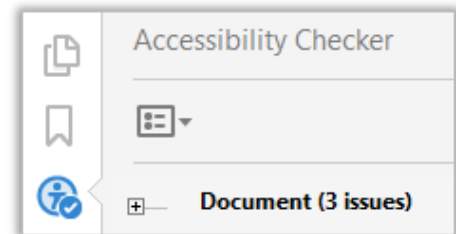
Rectify Accessibility Issues

1. Click on **Reading order** in **Accessibility** panel

2. Click on **Box 1** in file

3. Select **Text** button in dialogue box

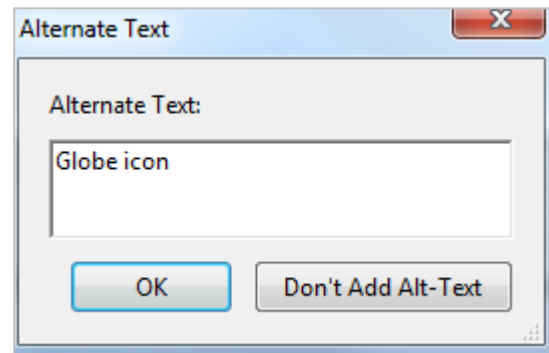4. Right click on **Object 5**

5. Select **Edit Alternate Text…**

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6. Insert Alternative text "**Globe icon**"

Only add Alt text for meaningful images. Do not add Alt text on decorative images.

7. Click on **OK**

8. Repeat to add alternate text to:

Object 2 – **Man looking at world map**
Object 4 – **Caption**

Object 2 – **La Grande Roue Paris**
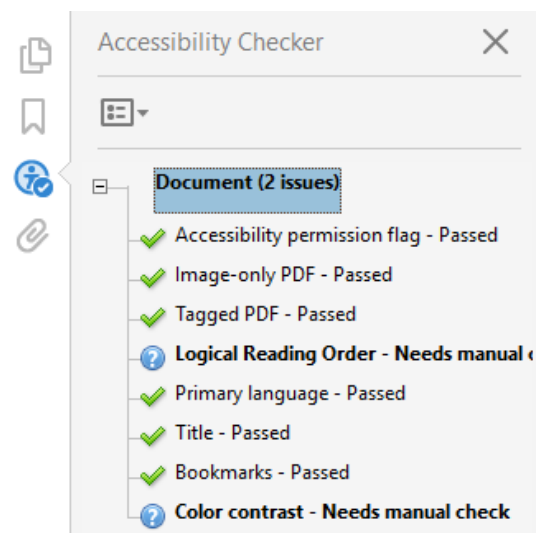Object 4 – **Caption**

Item 3 Path is the hyperlink to external websites
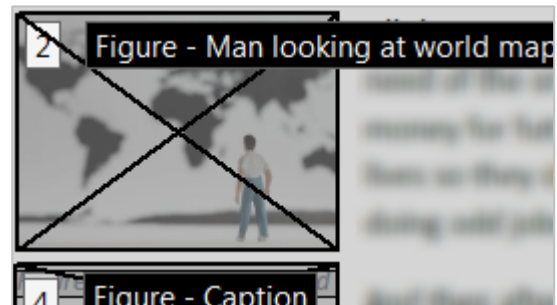
9. Right click on **Logical Reading Order…** in the **Accessibility** panel

10. Click **Pass**

11. Repeat for **Color contrast**…

12. Click on **Full Check**

There should be no remaining issues to be resolved in your PDF

Notes

Converting PDFs

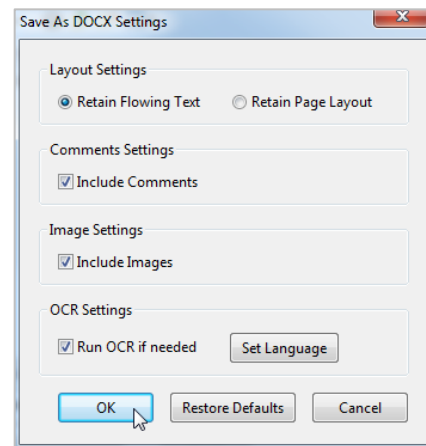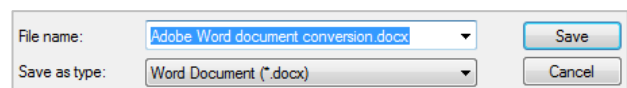| *Exercise 9.*	*Convert a PDF to Word*

1. Open **Adobe Word Document.PDF**
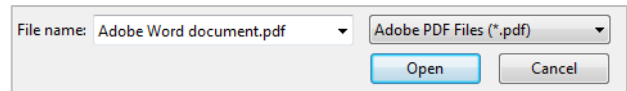
2. Click on **File** > **Save As**

3. Select **Microsoft Word** > **Word Document**
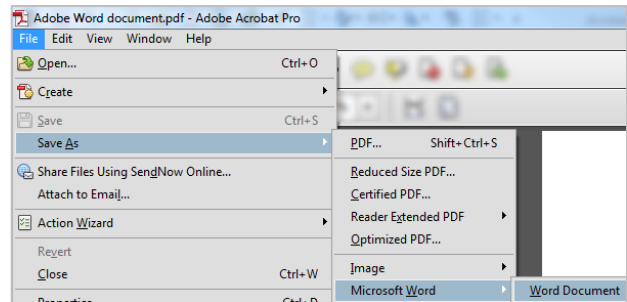
4. Click on **Settings…**

5. Confirm **Layout, Comments, Image and OCR** settings

6. Click on **OK**

7. Add **conversion** at the end of the filename

8. Click on **Save**

Following conversion there may be some loss of integrity within the document. Headings may not be styled and images and tables may not be correctly aligned.

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Consolidating PDFs

Exercise 10.	*Combine files into a single PDF*

1. Click on **Create PDF** button

2. Select **Multiple Files**
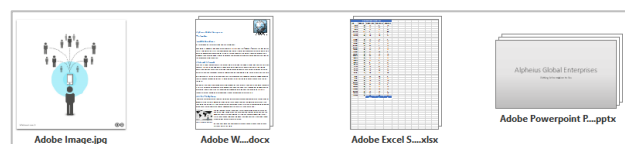
3. Select **Combine Files**

4. Click **Next**
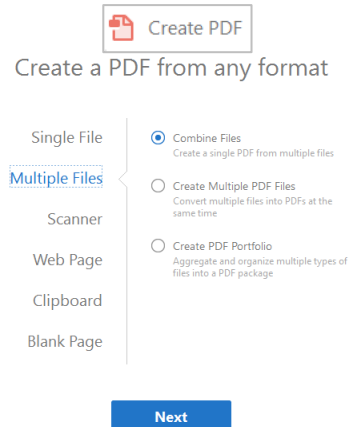
5. Click on **Add Files… > Add Files…**

6. Ensure **All Supported Formats** is showing

7. Hold CTRL key and click
   Adobe Excel Spreadsheet.pdf
   Adobe Word Document.docx
   Adobe Powerpoint Presentation.pptx
   Adobe Image.jpg

8. Click on **Open**
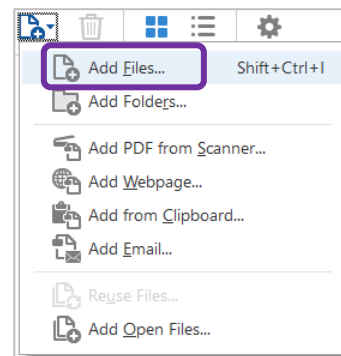
You also have the option of dragging relevant files onto **Combine Files** dialogue box.

9. Click on any file

10. Drag to reorder the files as shown:
    Adobe Image
    Adobe Word Document
    Adobe Excel Spreadsheet
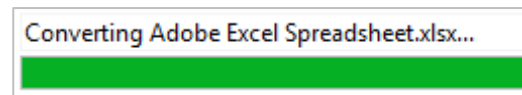   Adobe Powerpoint Presentation

Notes

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1. Click on **Options**

2. Ensure **Smaller File Size** is selected

3. Check all options
   Accessibility, bookmarks, errors
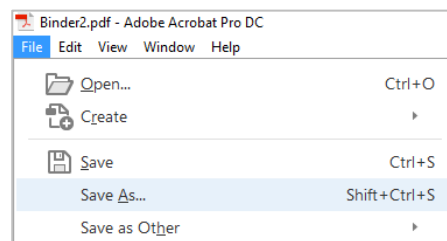   and **portfolio**

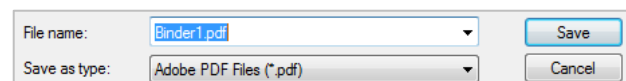4. Click on **OK**
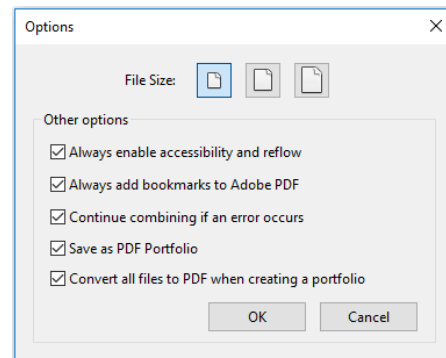
5. Click on **Combine**
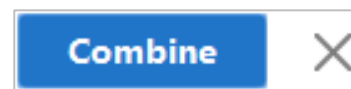
Acrobat will process the files by printing and converting to produce one PDF with all files included. A new PDF will open called BINDER1.PDF
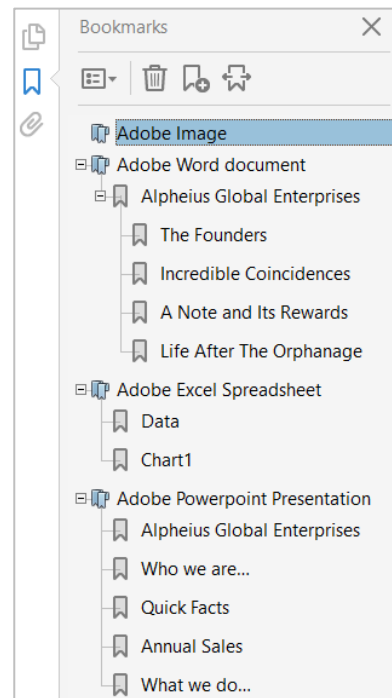
6. Click on **File** > **Save As**

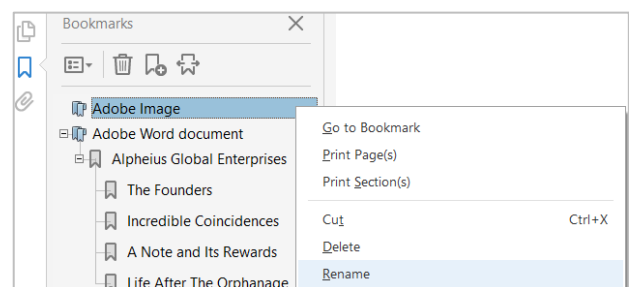7. Ensure the File name is "**Binder1.pdf**"

8. Click on **Save**

Notes

Adobe Acrobat DC: *Essentials*

Rename automatically generated bookmarks

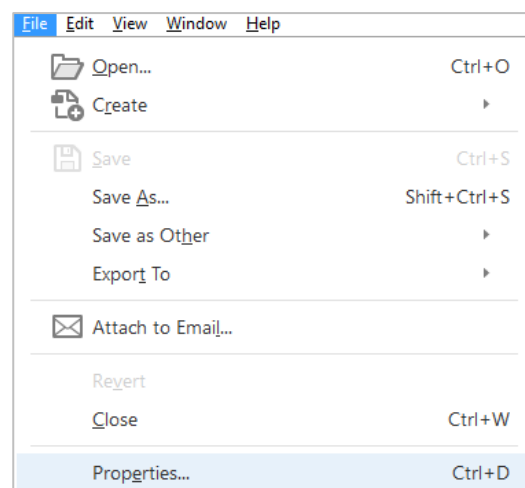1. The bookmarks available in this PDF are the filenames of the original files

2. Right click on **Adobe Image** bookmark

3. Select **Rename**

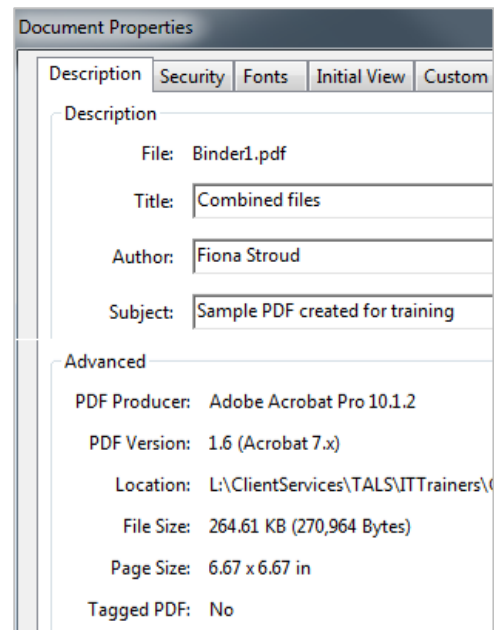4. Enter "**Cover Image**"

5. Click in on screen to confirm

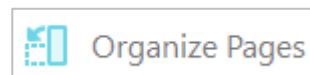## Check Binder Properties

6. Click **File** > **Properties**

Notes

Adobe Acrobat DC: *Essentials*

Look at the file size and add descriptive details for the combined PDF

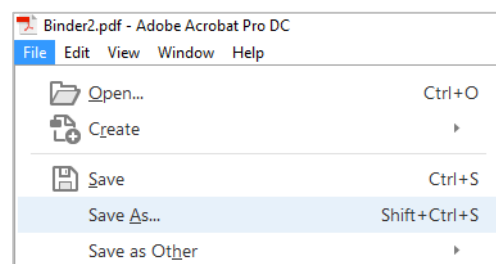## Exercise 11.   *Extract pages from a PDF*

1. Open **Binder1.pdf**

2. Click on **Organize Pages** button in Tools Pane

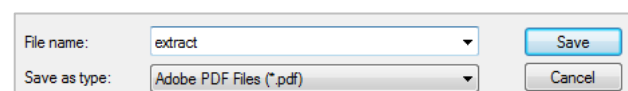3. Select **Extract**

4. Enter a range of **2** to **5**

5. Click on **Extract**
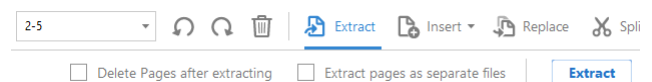
6. Click on **File > Save As**

7. Enter filename **Extract**

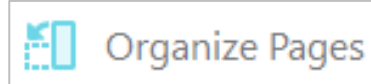8. Click on **Save**

9. Press **CTRL + W** to close file
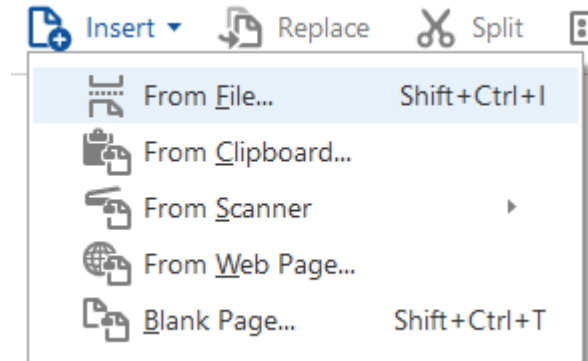
This will keep Acrobat Pro application open.
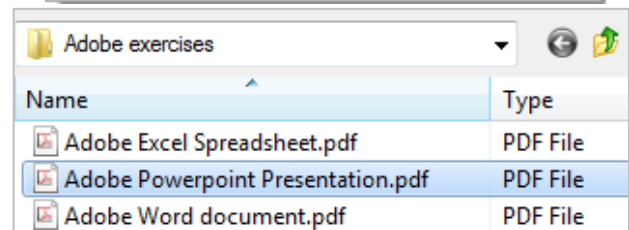
Notes

Exercise 12.	Add pages from another PDF

Organize Pages

1. Using **Extract.pdf**

2. Click on **Organize Pages** button in Tools Pane

3. Click on **Insert > From File…**

Insert ▾   Replace   Split

From File…   Shift+Ctrl+I
From Clipboard…
From Scanner   ▸
From Web Page…
Blank Page…   Shift+Ctrl+T

4. Select **Adobe Powerpoint Presentation.pdf**

5. Click on **Open**

Adobe exercises

Name	Type
Adobe Excel Spreadsheet.pdf	PDF File
Adobe Powerpoint Presentation.pdf	PDF File
Adobe Word document.pdf	PDF File

Insert Pages

Insert File: Adobe Powerpoint Presentation.pdf

Location: After

Page
○ First
○ Last
● Page: 3 of 4

OK   Cancel

6. Enter a location **After**

7. Enter page location **3**

The whole file will be inserted after page 3

8. Click on **OK**
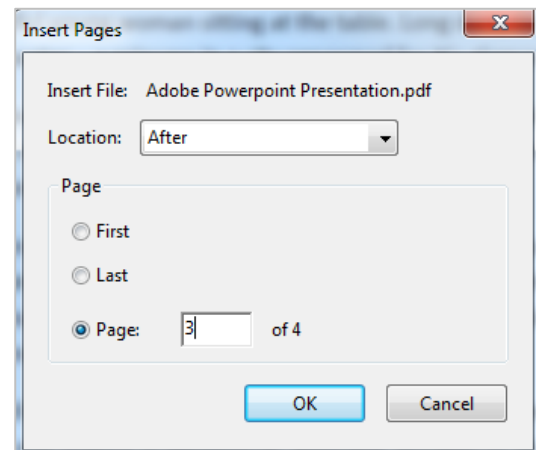
9. Click on **Save** icon in toolbar
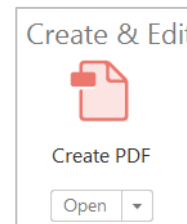
10. Press **CTRL + W** to close file

This will keep Acrobat Pro application open.
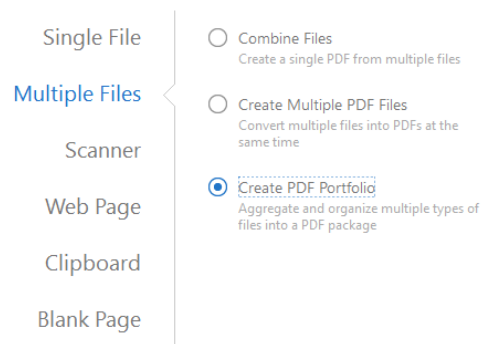
Exercise 13. *Create a Portfolio*

Use a portfolio as a container to hold a number of other documents, including PDF and other formats. ⚠️You will need Flash Player to use this tool.
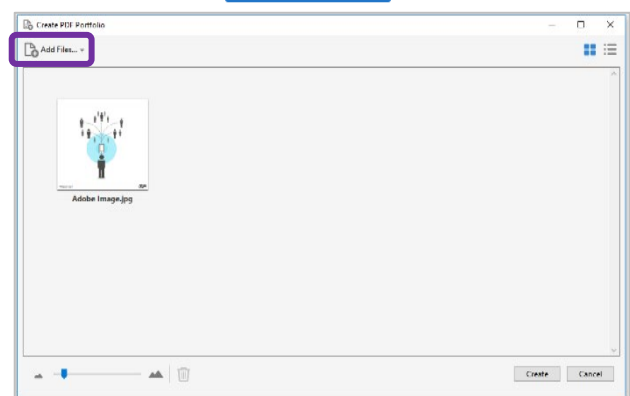
1. Click on **Create PDF** button
2. Select **Multiple Files**
3. Select **Create PDF Portfolio…**
4. Click **Next**

5. Add your files by selecting **Add Files…**
6. Select **Adobe Image.jpg**
7. Click on **Create**

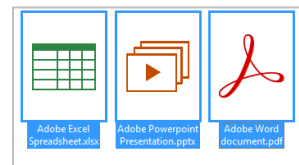The Portfolio is created and opened for viewing and editing.

Exercise 14. *Edit a Portfolio*

Add files to a portfolio

1. Select **Add Files…**

Notes

Adobe Acrobat DC: *Essentials*

2. Hold **CTRL** key and click

- Adobe Excel Spreadsheet .xlsx
- Adobe Powerpoint Presentation.pptx
- Adobe Word document .pdf

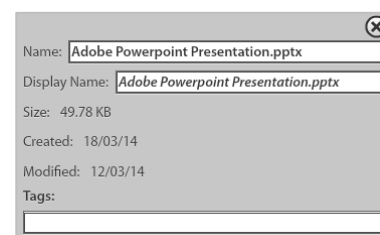3. Click on **Open**

Access portfolio content

1. Click any file

2. Select **Preview**

3. Select **Open Document** to open file

4. Right Click a file and select **Show Information** to get file information

5. Click on close icon ⊗ to return to file

Remove files from a portfolio

1. Click on the **Rubbish Bin** icon

OR

- Right click on file and select **Delete**
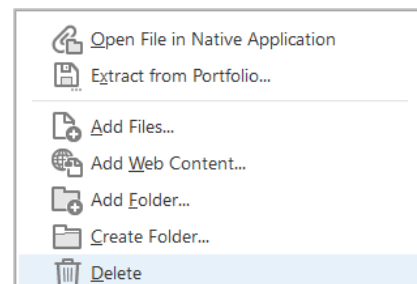
Security and Protection

Exercise 15.	*Restricting user activities*

1. Open **Binder 1.PDF**

2. Click **File** menu

3. Choose **Properties**

Adobe Acrobat DC: *Essentials*
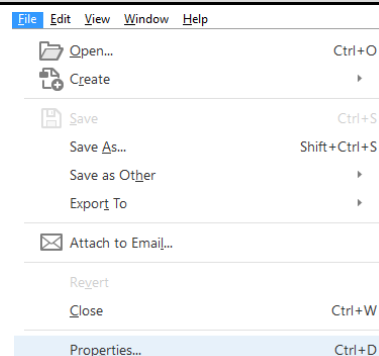
Notes

4. Select the **Security** tab

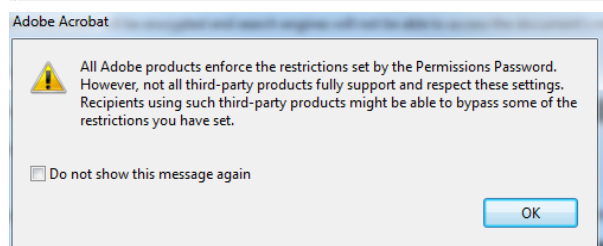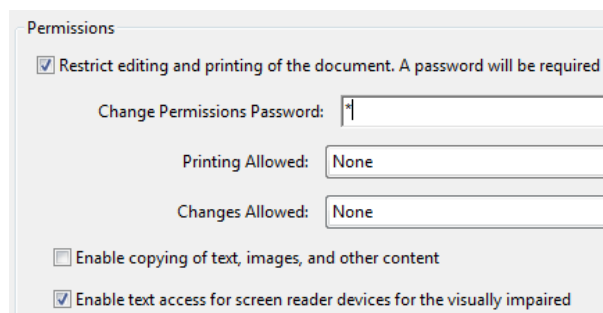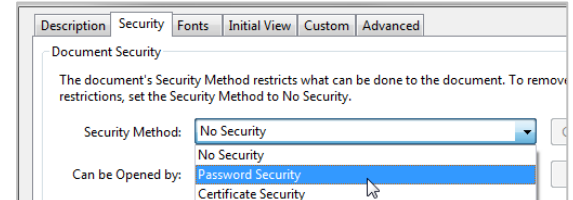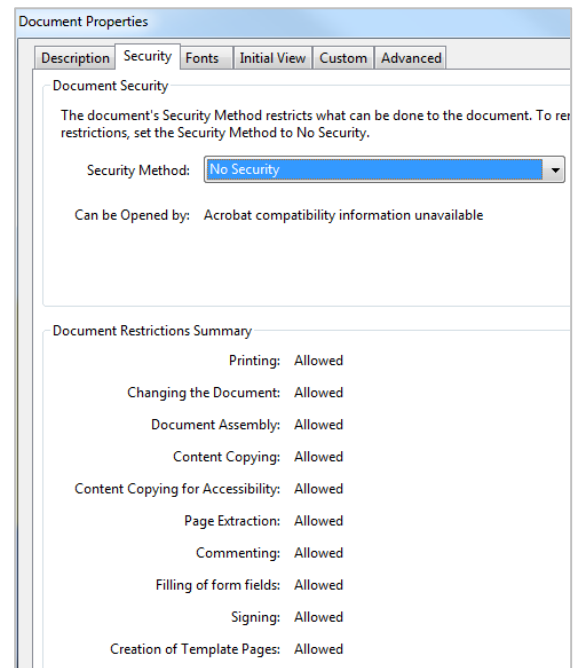5. Click the drop down arrow next to **Security Method**

6. Choose **Password Security**

7. Go to the **Permissions** area. Place a tick in **Restrict editing and printing**
   - Enter the letter "**a**" as a **password**
   - Printing allowed **None**
   - Change allowed **None**
   - Clear **Enable copying if necessary**
   - Check **Enable Text Access**
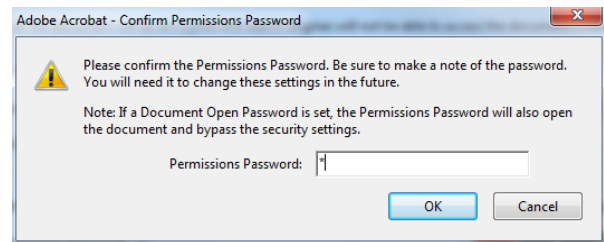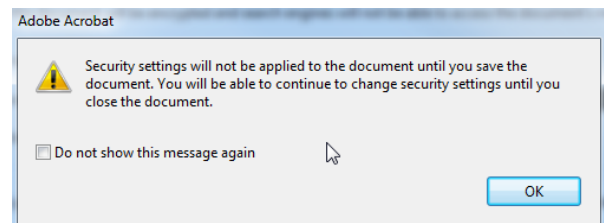   - Choose **OK**

Permissions disclaimer

8. Click on **OK**

Confirm password

9. Re-enter the letter "**a**" as a **password** to confirm

10. Click on **OK**

Permissions aren't officially set until the file is saved.

11. Click on **OK**

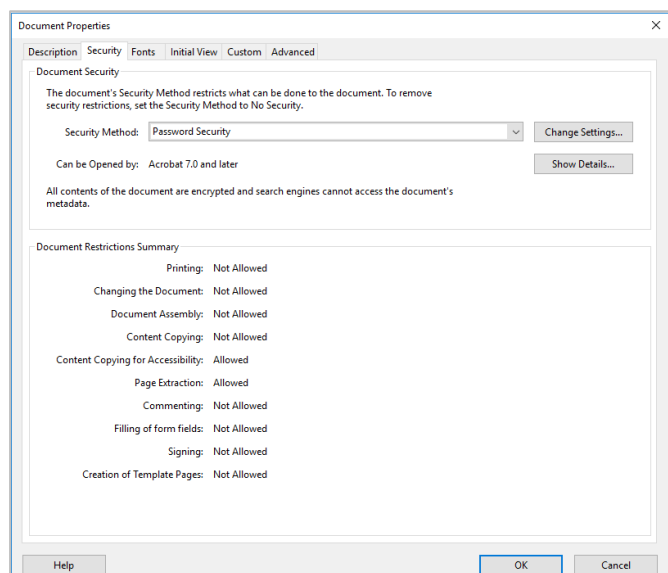12. Click on **Save** icon in toolbar

Check Security

1. Check title bar for **(Secured)**

2. Click the **File** menu

3. Choose **Properties**

4. Select the **Security** tab to check Document Restrictions

Notice most restrictions are now Not Allowed

5. Click on **OK**

Notes

Commenting

The Adobe PDF annotation mechanism includes a broad set of highlighting, drawing and other tools that you can use to add comments to a document.
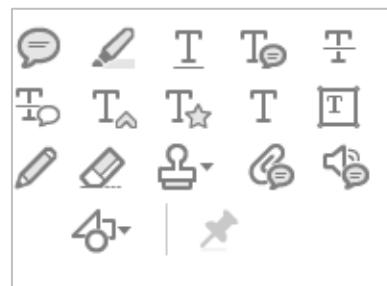
Exercise 16.	*Add comments to a PDF file*

1. Open **Extract.pdf**

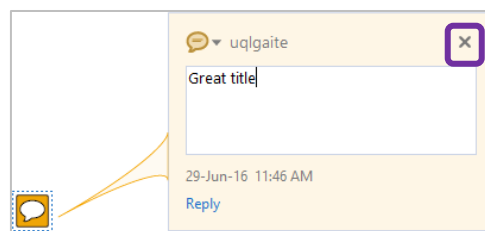2. Click on **Comment** in Tool pane

3. Tools available include:
   - Sticky note
   - Highlight
   - Attach file
   - Record Audio
   - Add Stamp
   - Text markup
   - Text boxes
   - Callouts
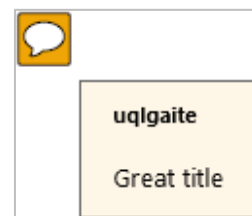   - Lines, Shapes and Freeform

4. Click on a **Sticky Note** tool

5. Click in document

6. Enter a **comment**

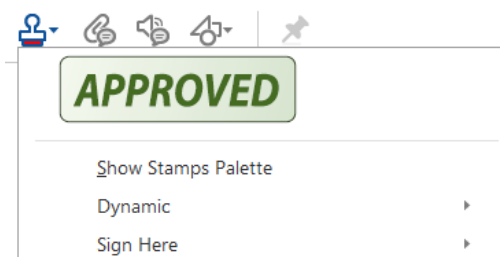7. Click the cross to close sticky note

8. Hover mouse over note icon to preview message

Double clicking a comment icon opens the associated pop-up and allows editing
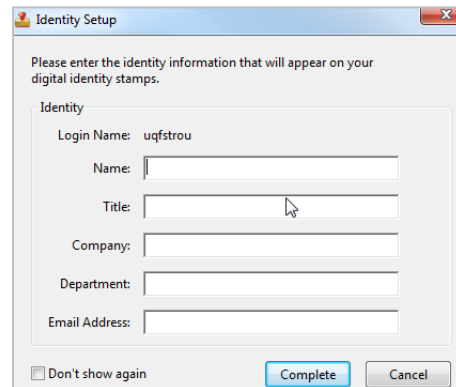

Add Stamps

1. Click on arrow beside **Add Stamp** tool

2. Select **Show Stamps Palette**

3. Click on a Stamp

Notes

_____

_____

_____

Adobe Acrobat DC: *Essentials*

You may be required to complete personal details when using some stamps

4. Fill in relevant details

5. Click on **Complete** button

6. Click in document to apply stamp
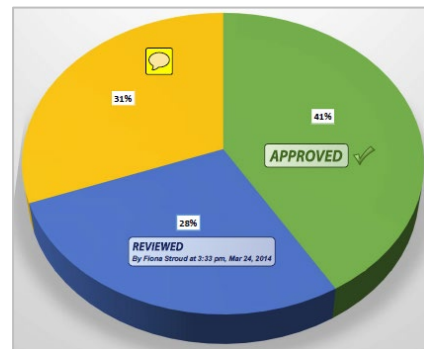
Annotate to mark text

1. Click on Insert text tool

2. Enter any text in message box

3. Click on Underline tool

4. Select text in document

5. Click on Add note to text tool

6. Enter text in message box

Notes

Adobe Acrobat DC: *Essentials*