Adobe Acrobat DC

An overview of basic tools to make teleworking easier.

Objectives

- Accessing Adobe Acrobat DC
- Creating a PDF
- Navigating Adobe Acrobat DC
- Editing a PDF
- Signing a PDF
- Reviewing/Commenting on PDFs
- Organizing Pages
- Redacting Information
- Saving Options

Adobe Acrobat DC and PDFs

Adobe Acrobat DC and PDFs

- PDF Stands for Portable Document Format
- With Adobe Acrobat the PDF can be more robust by
  - Creating Bookmarks
  - Allowing Comments
  - Adding Signatures

Acrobat Reader vs. Acrobat DC

	Acrobat Reader	Acrobat DC
How to get it….	Reader is a free version of Acrobat. It can be accessed at: https://get.adobe.com/reader/	Short for "Document Cloud", Adobe Acrobat DC requires a license. Submit a ticket- Service Now.
Functionality	Used to view, print, and create simple annotations in PDFs.	Used to edit existing text or media within a PDF, add signatures as well as additional abilities

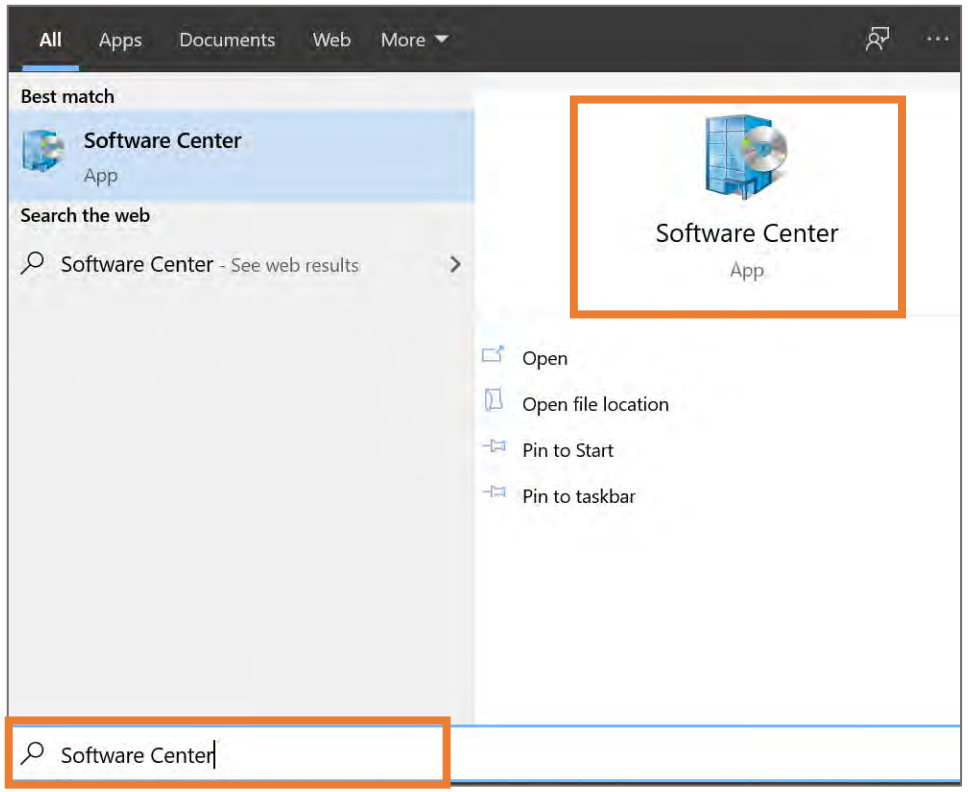
Adobe Acrobat DC

It is recommended that you request Adobe Creative Cloud which includes Adobe Acrobat DC

To add Adobe Acrobat DC:

1. Search for Software Center in your apps.
2. Click on the **Software Center App**.

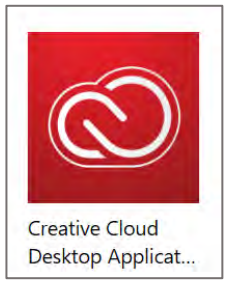
Note: You may need to submit a ticket with IT to gain access.



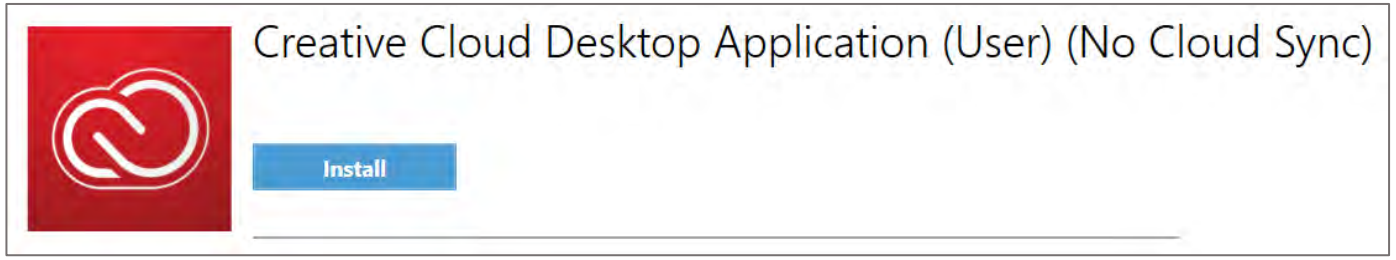
Adobe Acrobat DC

3. Search for **Adobe**.

4. Click on the **Adobe Icon**.



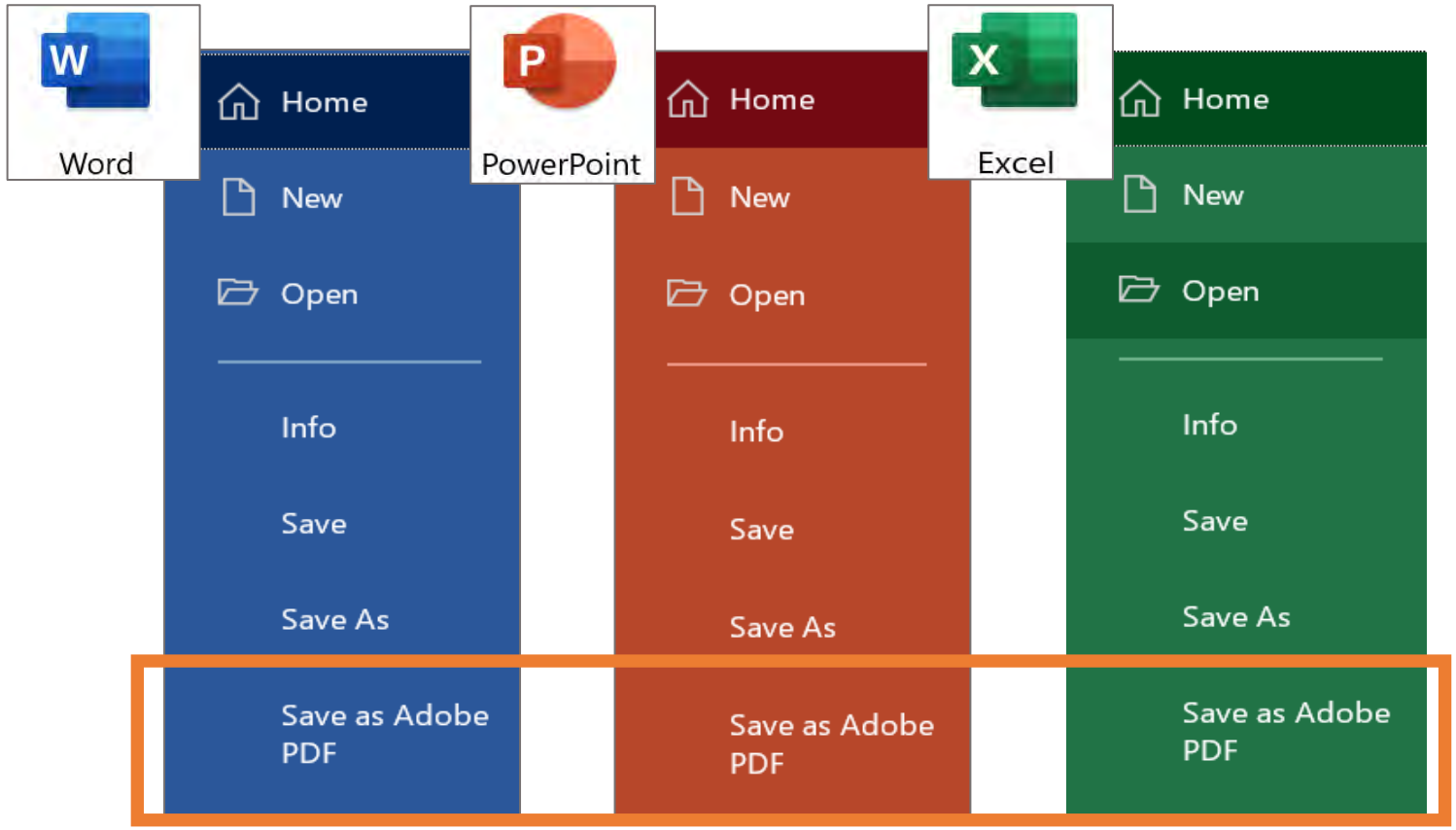
5. Click **Install.**



Creating a PDF

Creating a PDF

Microsoft Applications give you the option to save files as an Adobe PDF in the Home tab.

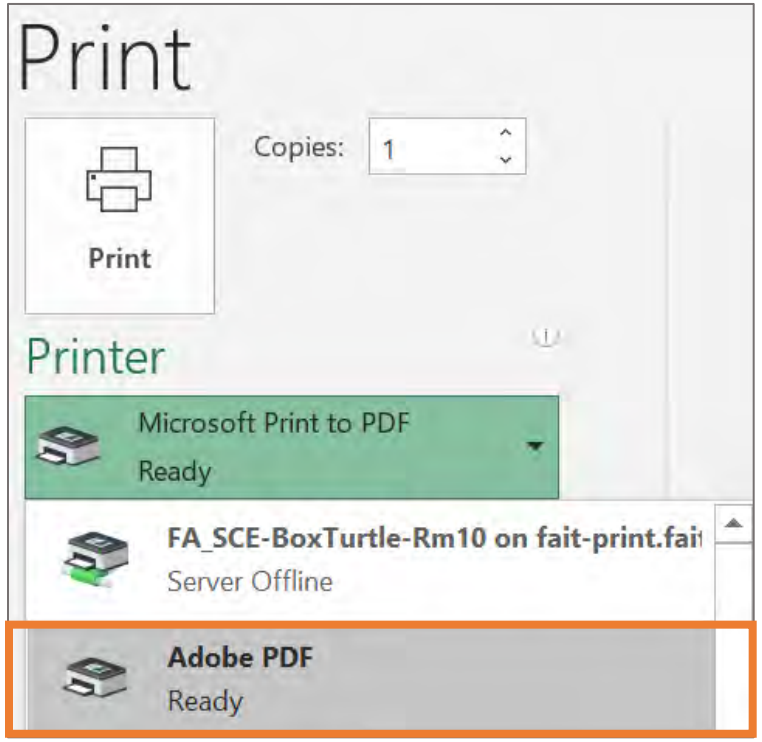


Creating a PDF using Print

You can also save a document as a PDF using printer options.

How to print to PDF in Windows:

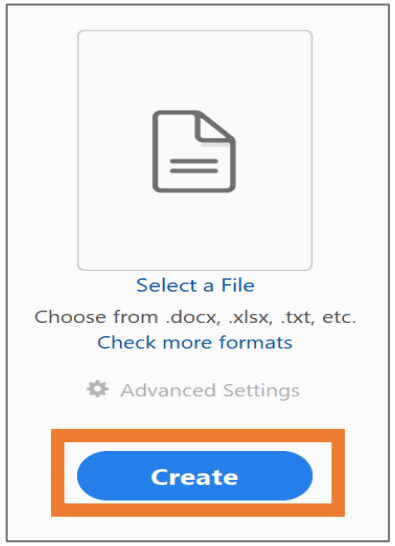
1. Open a **File** in a Windows application.
2. Choose **File > Print**.
3. Choose **Adobe PDF** as the printer in the Print dialog box.
4. Click **Print**.
5. Click **OK**, name the PDF file, and save it in a desired location.

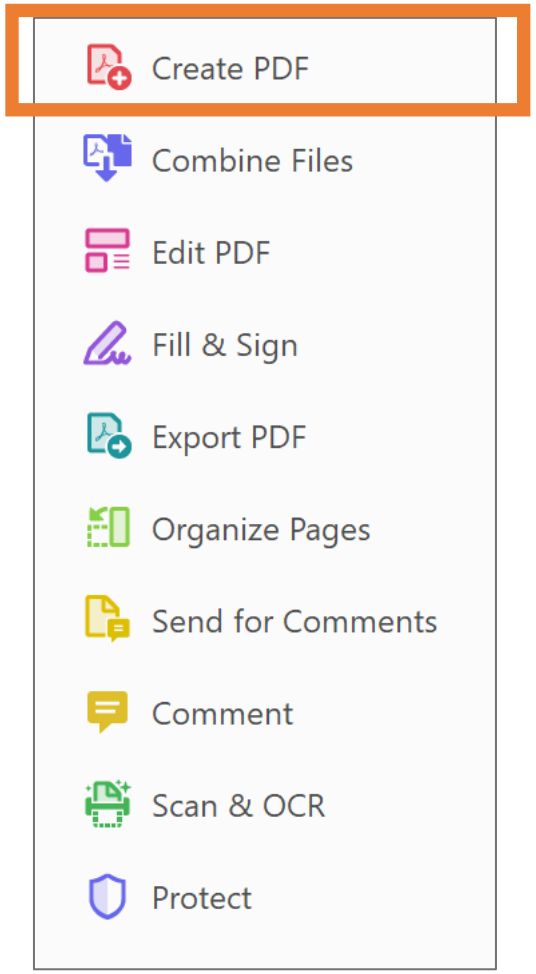


Creating a PDF

You can also create a PDF within Adobe Acrobat DC.

1. Click **Create PDF** in the toolbar menu.
2. Select and upload your file and click **Create**.





Result: Adobe converts your file to a PDF.

Navigating Acrobat DC

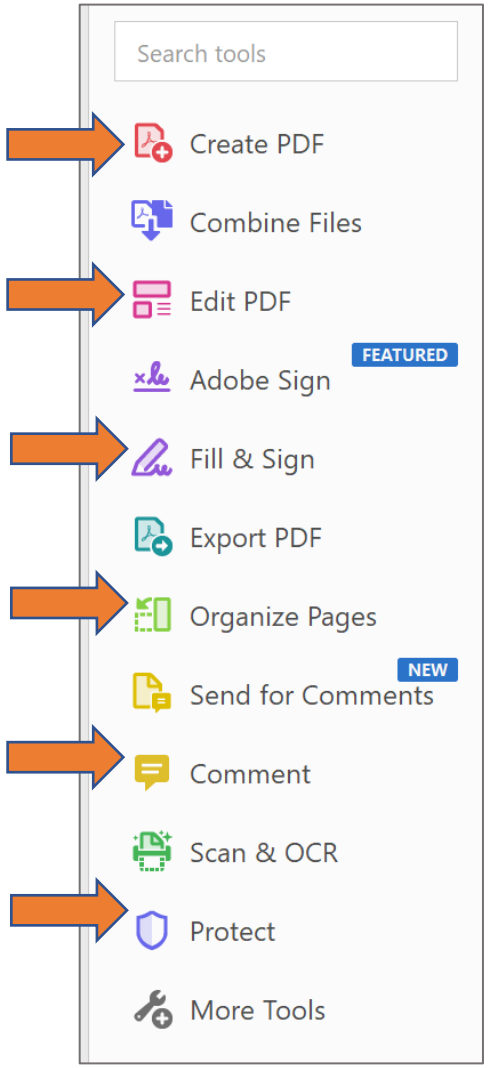
Navigating Acrobat DC:

Tools Tab:

What are all these buttons and tools?

Hover to discover!

Hovering over the tool bar will give you a preview of what each tool can be used for.

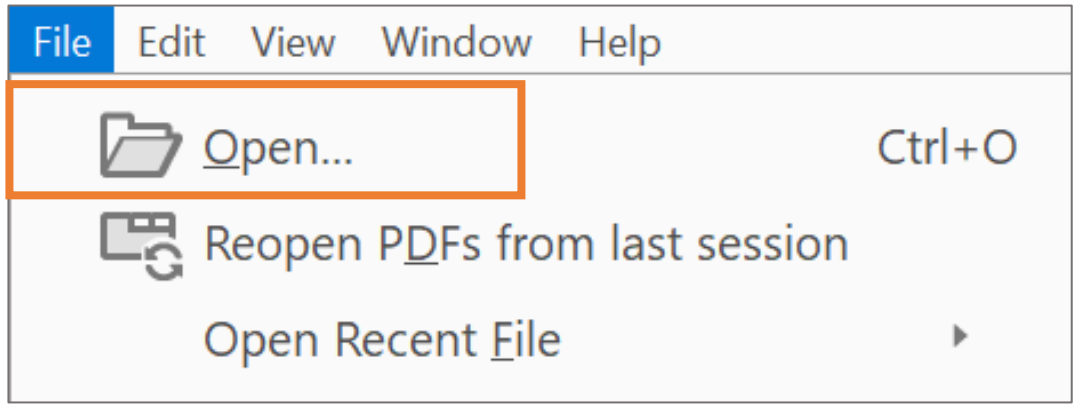


Editing a PDF

Editing a PDF

To edit a PDF in Acrobat:

1. Open Adobe Acrobat.
2. Click the **File** tab.
3. Select **Open**.



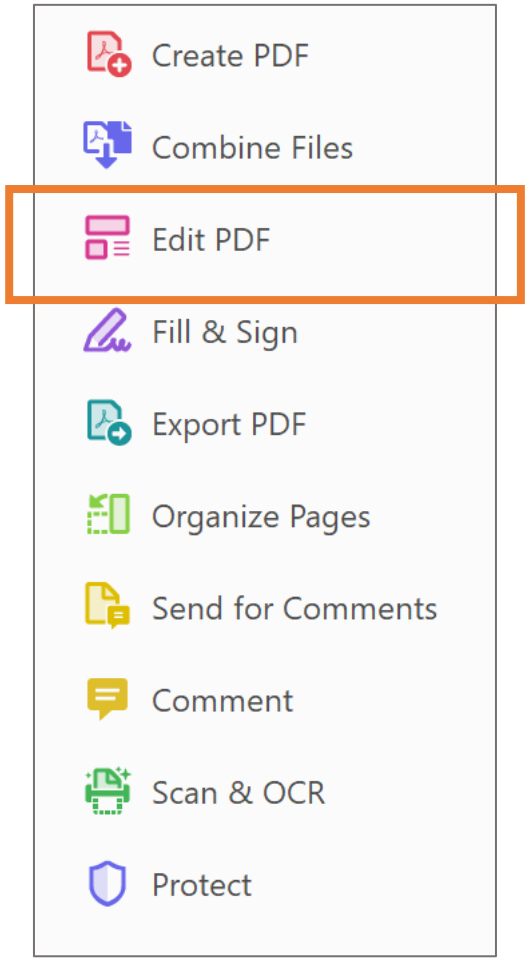
Find the file you wish to edit and select it to open it in Adobe.

Editing a PDF

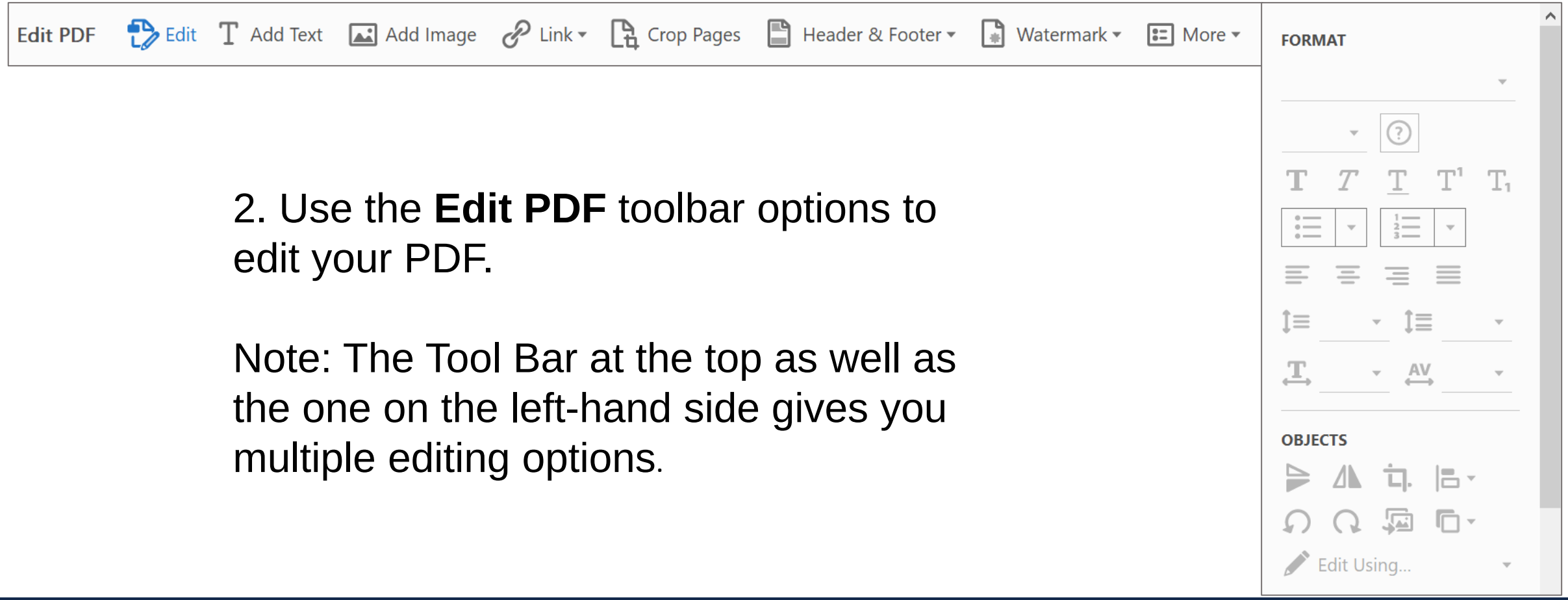
To edit a PDF you already have open:

1. Select **Edit PDF** in the toolbar menu.

Result: The Edit PDF menu will appear, and you will be able to choose options and edit your PDF.



Editing a PDF



2. Use the **Edit PDF** toolbar options to edit your PDF.

Note: The Tool Bar at the top as well as the one on the left-hand side gives you multiple editing options.

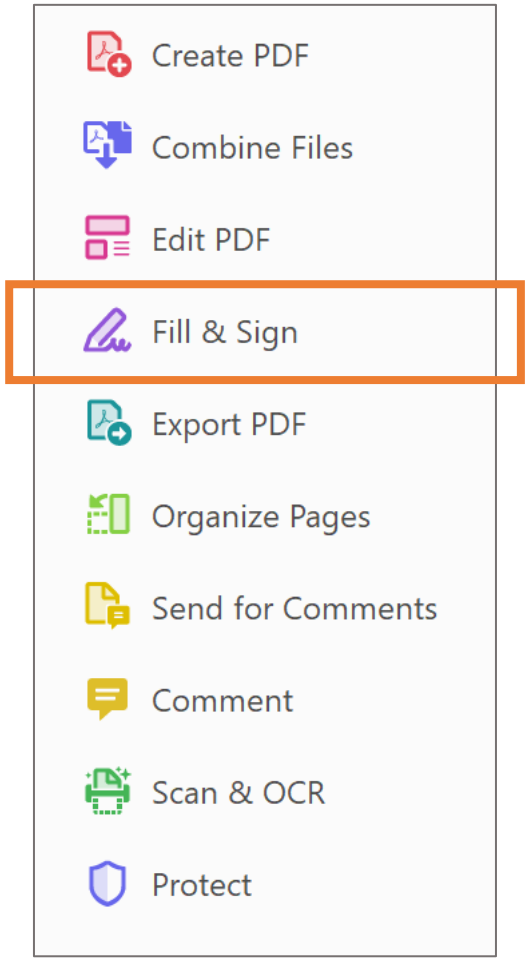
Signing a PDF

Signing a PDF

To sign a PDF in Acrobat:

1. Click **Fill and Sign** in the toolbar menu.

Note: You will be prompted to select a file if you do not already have one open.



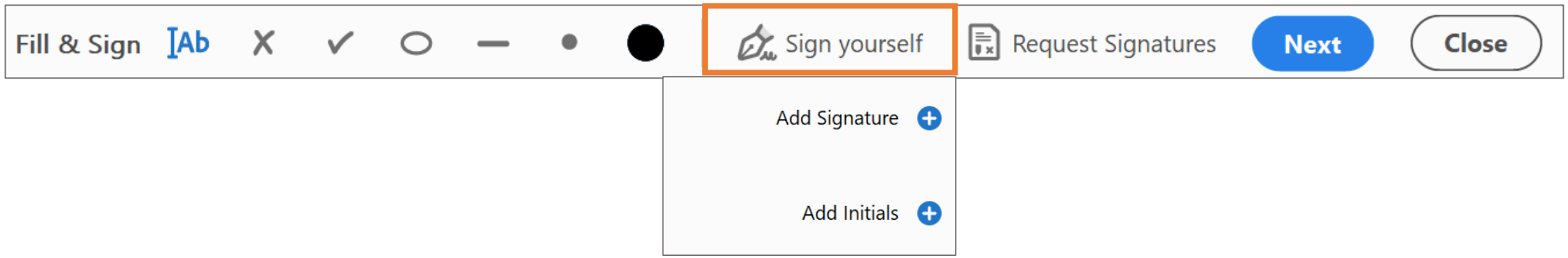
Signing a PDF

2. Use the Fill and Sign tools to:

- Add a Text signature.
- Add Adobe created signature.
- Add initials.
- Upload a photo of your signature.
- Add characters as needed such as check marks.

Signing a PDF

3. Select **Sign yourself** from the tool bar.



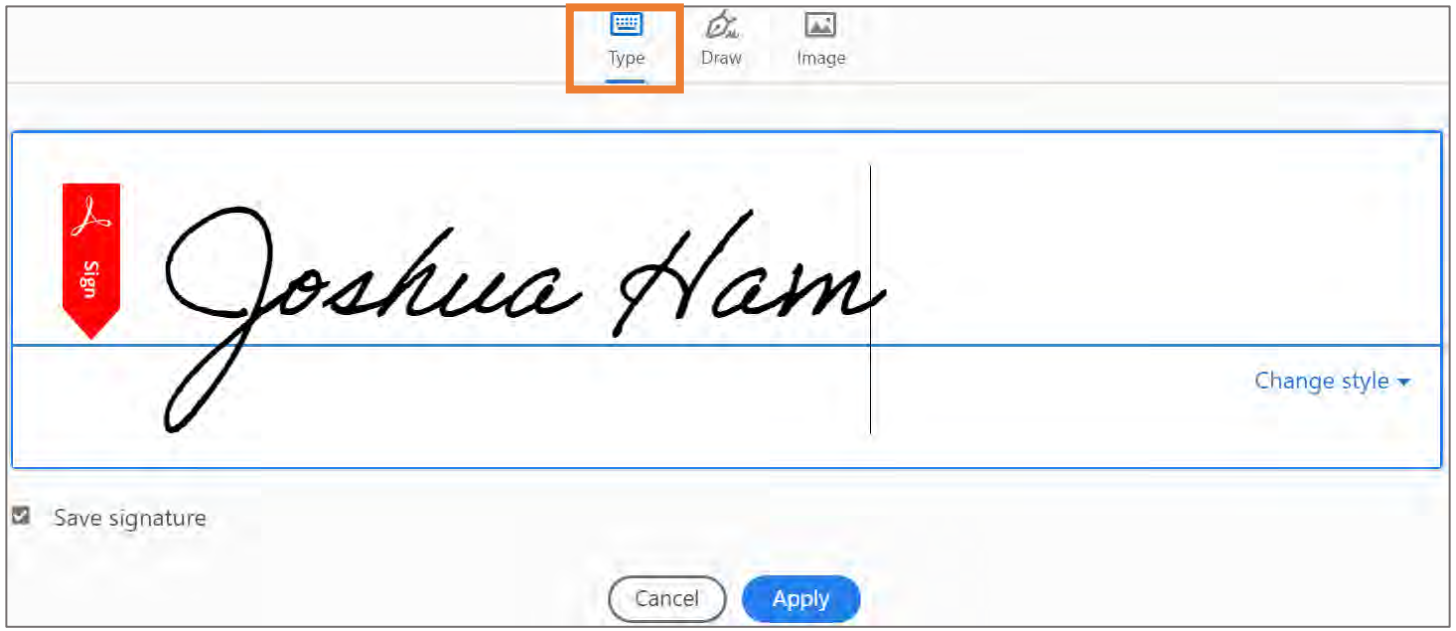
Here you can choose to add a signature or just initials.

Click the addition symbol beside what you wish to add.

Note: Ignore the next button!

Signing a PDF

Select **Type** to type a signature.

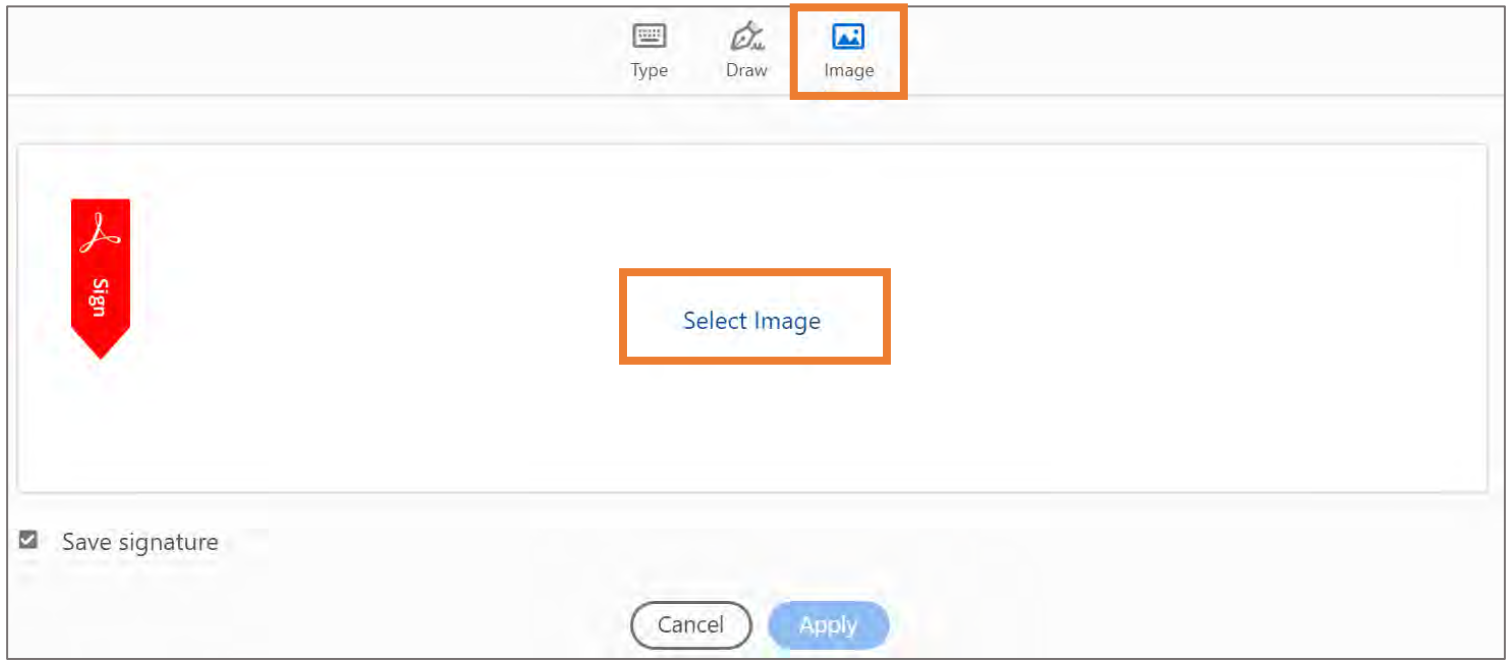


Signing a PDF

Select **Draw** to draw a signature.

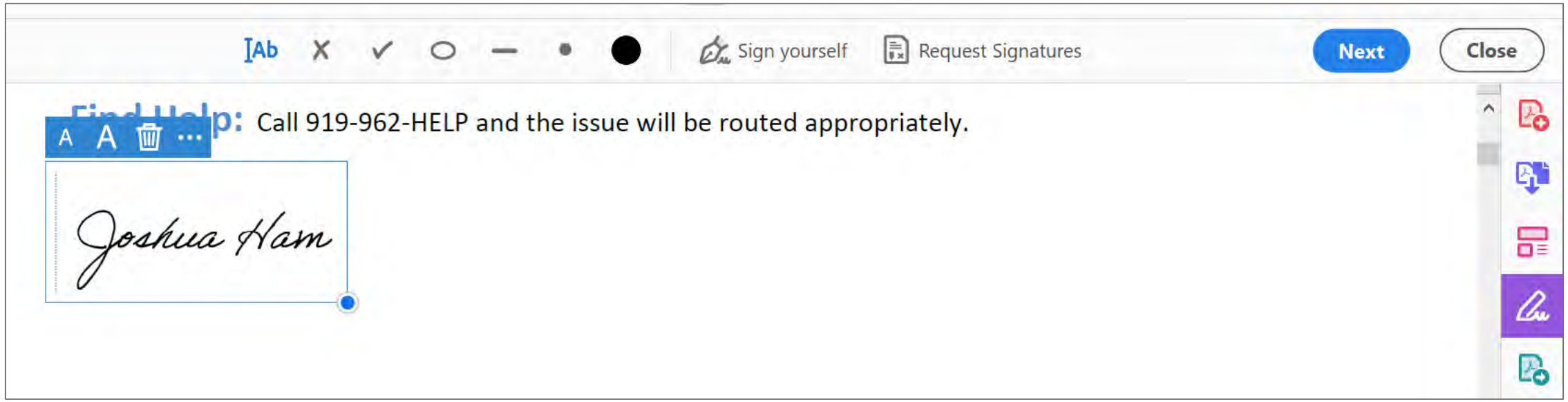
Signing a PDF

Select **Image** to upload a signature.



Signing a PDF

4. Once you have selected your signature type and completed the action you can drag your cursor and click the area of the document you wish to sign.



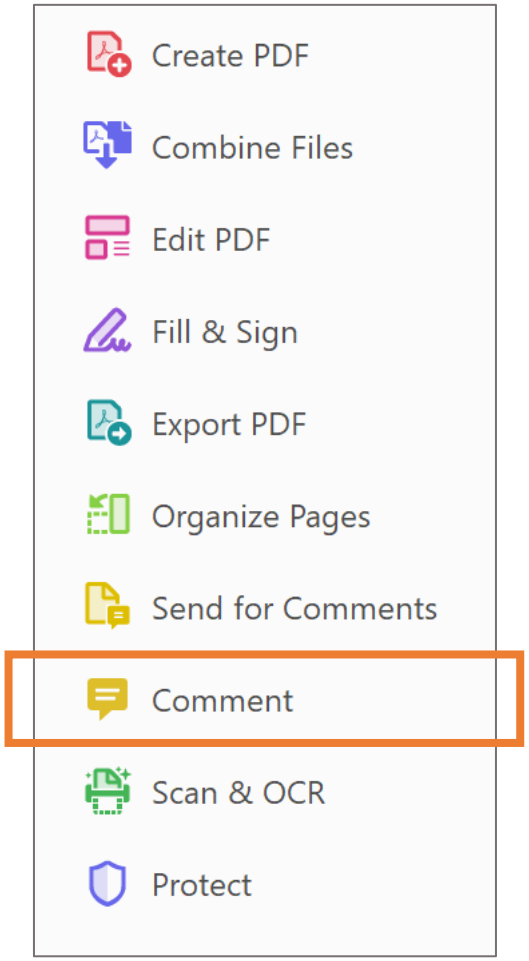
Result: Your signature is now added to the PDF.

Reviewing and Commenting

Reviewing and Commenting

To add comments to a PDF:

1. Click **Comment** in the toolbar menu.



Reviewing and Commenting

2. Use the tools in the toolbar to:

- Add a Sticky Note
- Add Strike through
- Add Highlight
- Add Text or a Textbox

Reviewing and Commenting

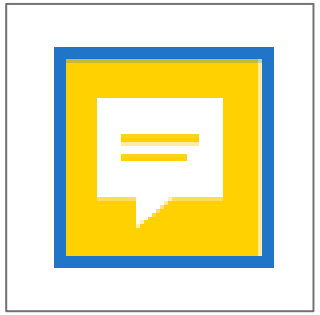
To add a sticky note:

1. Click the **sticky note icon** in the toolbar at the top. It will turn yellow.

Result: Your cursor becomes a sticky note.

Reviewing and Commenting

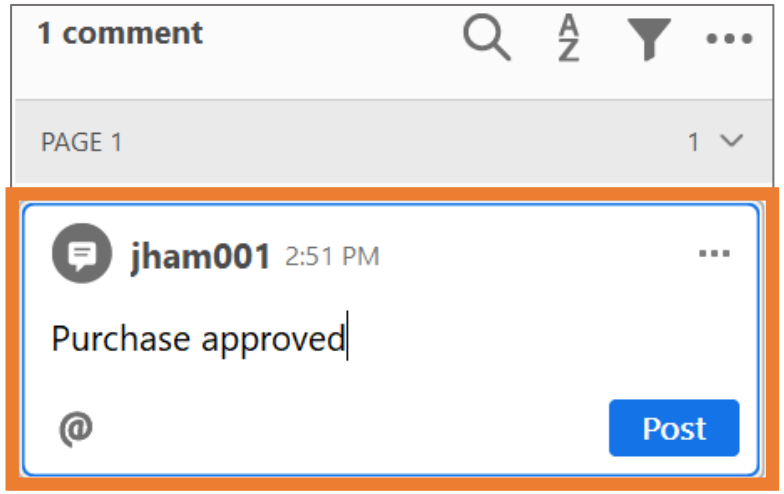
2. Move your cursor to the area of the document where you would like to make a comment and click on it.



Result: A sticky note is placed on the document and a comment window is opened.

Reviewing and Commenting

3. Type your comment into the comment box.



4. Click **Post**.

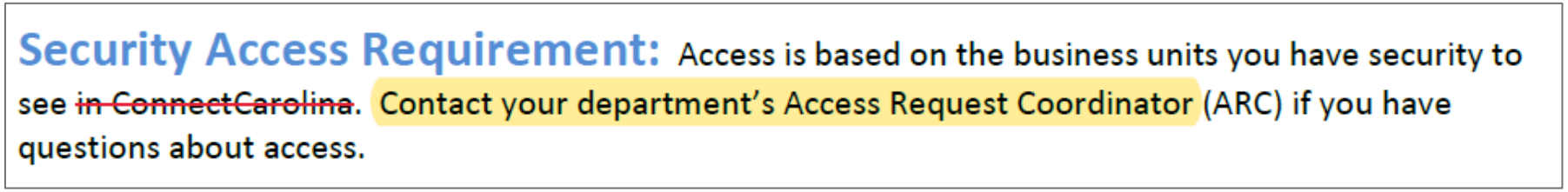
Result: Your comment is now added to the document.

Reviewing and Commenting

To strikethrough, underline or highlight text:

1. Select the appropriate tool from the toolbar at the top.

2. Using your cursor, drag it over targeted text.

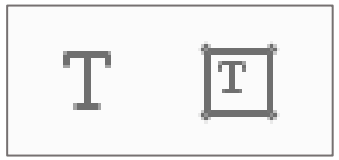


Result: Your edit is applied to the selected text.

Reviewing and Commenting

To add Text or a Text Box to a PDF:

Select the appropriate tool from the tool bar.



- Choose the capital “T” to type text onto the PDF.

  Move your cursor to the area of the document you wish to add text and click the area.

  Result: You can now type text directly onto the PDF.

- Choose the “T” in the box to create a textbox on the PDF.

  Locate the area of the document that you wish to add a text box and drag your cursor to create the text box.

  Result: You are now able to add text in the text box.

Organizing PDF Pages

Organizing PDF Pages in Acrobat

In this section we will learn how to:

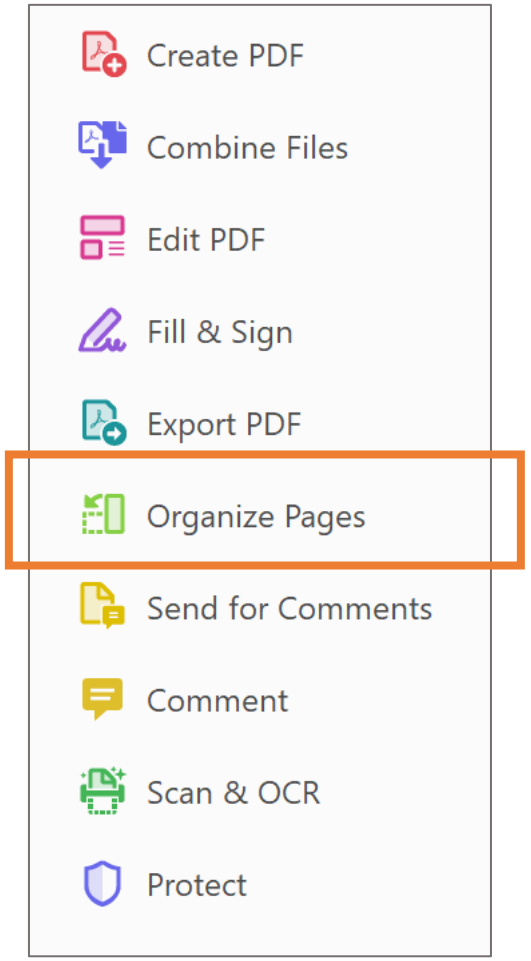
- Organize pages
- Delete pages
- Add pages

Organizing PDF Pages

To organize the pages of a PDF:

1. Click **Organize Pages** in the toolbar menu.

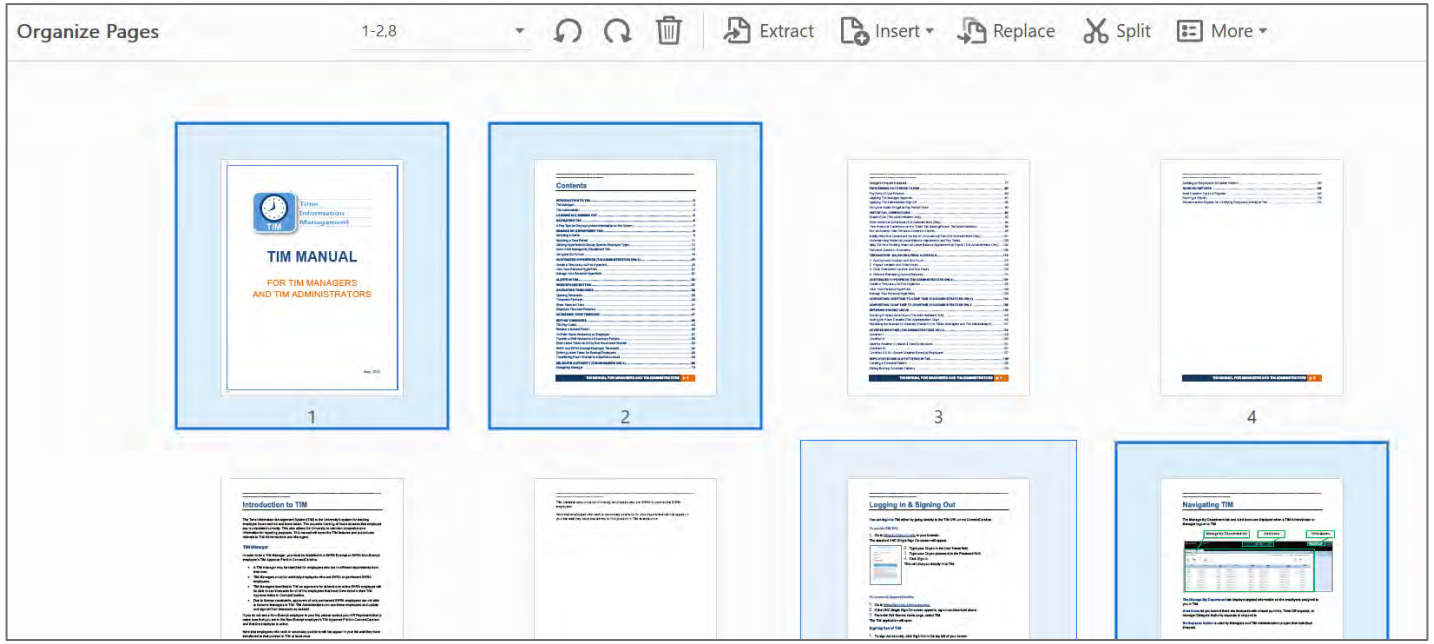
Note: You will be prompted to select a file if you do not already have one open.



Organizing PDF Pages

Result: File opens displaying thumbnails of all pages.

2. Holding down the **Control (Ctrl) key**, select the pages you wish to extract, insert or replace.



Redacting Information

Redacting Information

What is Redacting?

Redacting is the removal of sensitive information from a document.

Example:

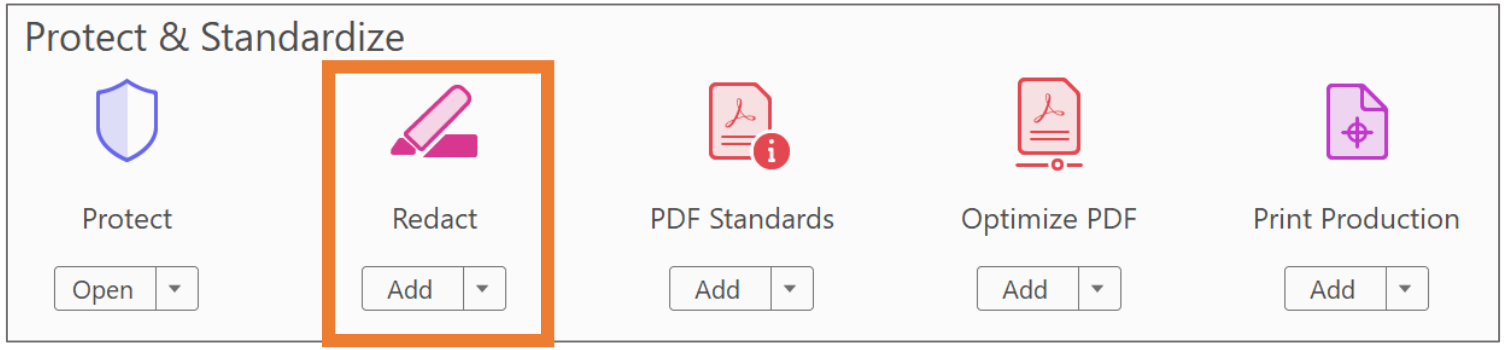
John needs to forward his hiring packet as proof of employment to a leasing office, but he would like to redact his PID and salary amount from the PDF before sending it.

Redacting Information

The Acrobat redaction tool allows you to search for and permanently remove any classified or privileged information from a file. You can search for specific terms, numbers or common patterns. Both text and images can be redacted from a PDF.

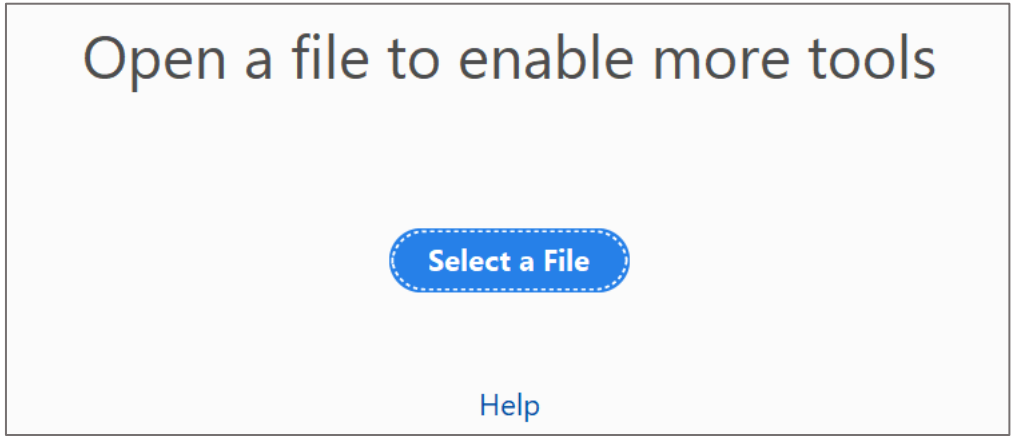
To redact information in a PDF:

1. Select the **Redact** option from the Protect and Standardize section of the Tool Center.



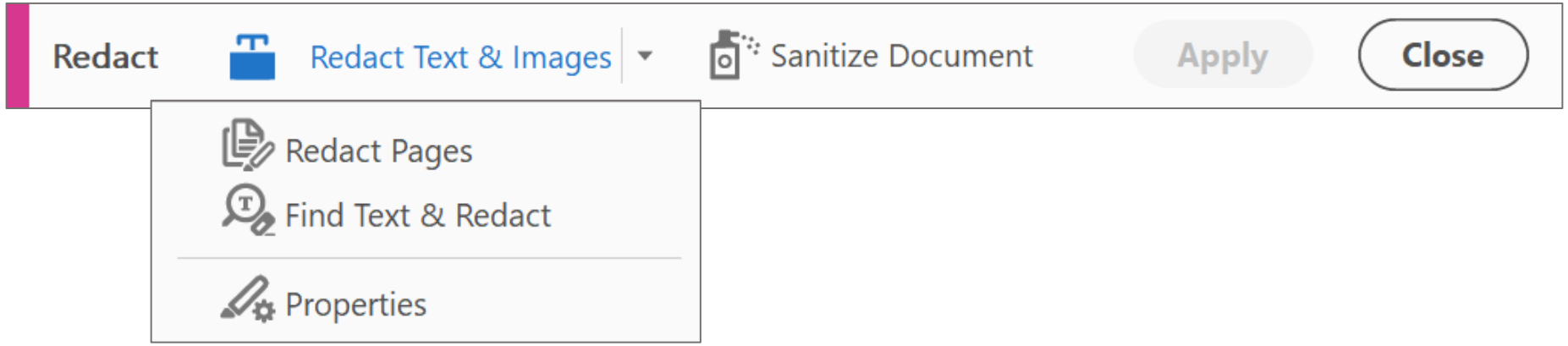
Redacting Information

2. If you do not already have a file open, you will be prompted to select a file. Choose **Select a File** and locate and select the file you wish to work with.



Redacting Information

3. Redaction options are found in the drop-down in the tool bar at the top.



Redacting Information

4. Select the text you would like to redact by dragging the cursor over it and highlighting it.

- For new hires, the dates worked in TIM must be on or after the HRIS effective date for the new position.
- For terminating employees, the dates worked in TIM must be before or on the HRIS effective date for the terminating position.

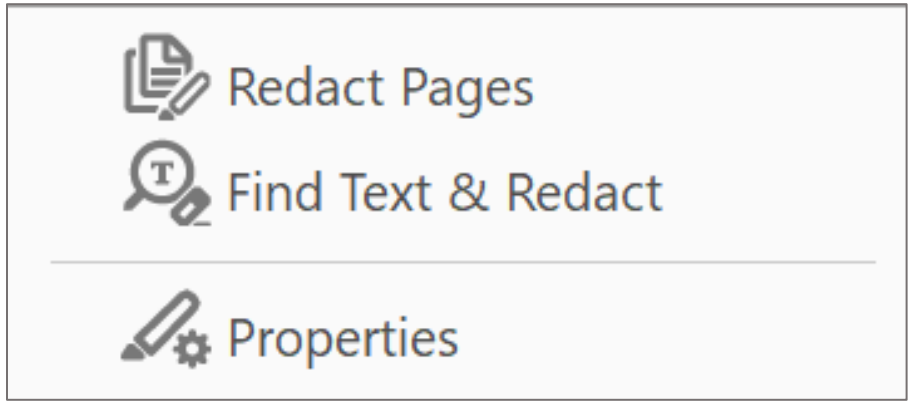
Result: A red box will appear around text that will be redacted.

5. Click **Apply** and **Save** the file to complete the action.

Redacting Information

Other options

- Redact entire pages.
- Find specific text to redact.



Saving Options

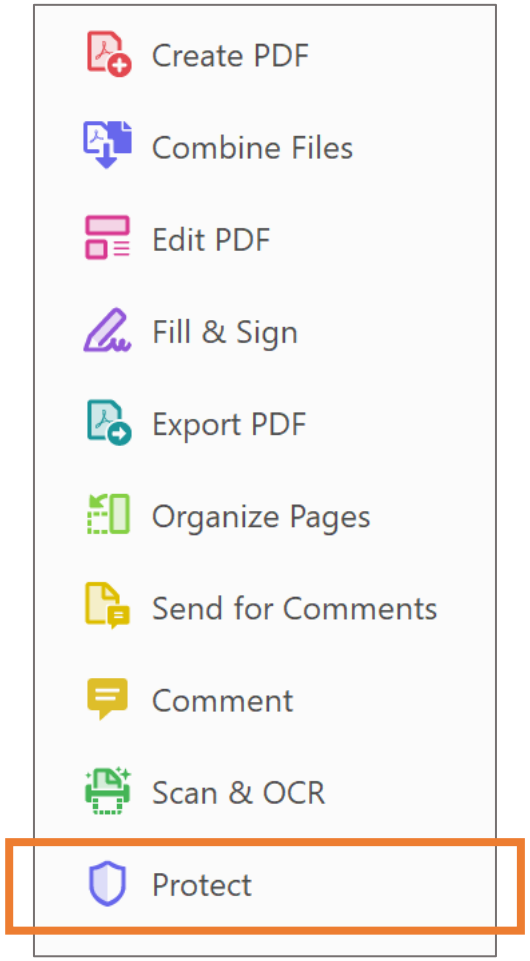
Saving Options

You can save and protect a PDF with a password to restrict who can view and edit it.

To access these options:

1. Click **Protect** in the toolbar menu.

Result: Protection options appear in the toolbar at the top of your document.



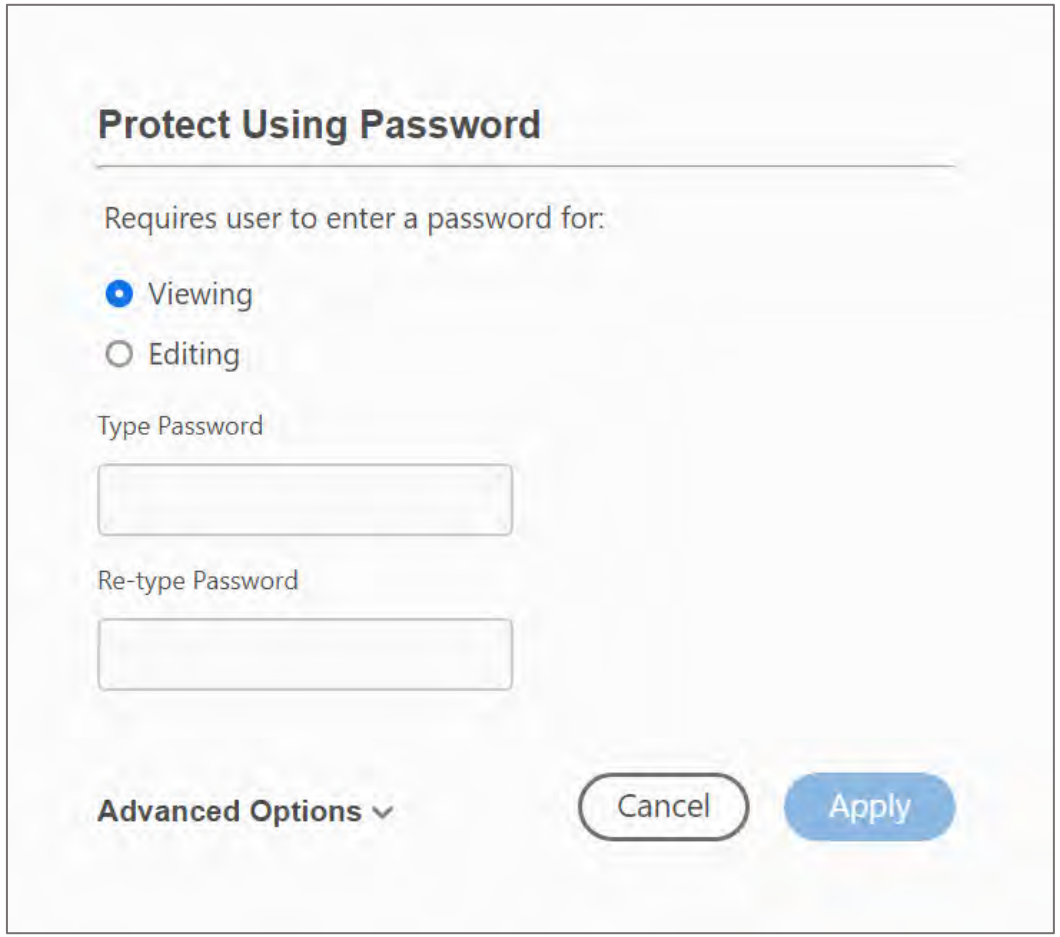
Saving Options

To protect your PDF with a password:

1. Select **Protect Using Password** from the toolbar.

Saving Options

2. Select the appropriate radial button to require a password for viewing or editing.

3. Type your password and then retype the password.

4. Click **Apply**.