

Introduction to Acrobat DC

Introduction.....	1
Acrobat DC (Document Cloud) Versions.....	1
Sources for PDF Files.....	2
Editing PDF Files.....	3
Understanding the Acrobat Interface.....	3
Toolbar and Tools Pane.....	10
Comment Pane.....	15
Navigating and Zooming.....	15
Creating PDF Files.....	21
Working with Word Files.....	21
Working with Excel Files.....	28
Working with PowerPoint Files.....	32
Creating PDF Documents From Within Acrobat.....	34
Creating PDFs Using Drag & Drop Conversions.....	37
Working with Pages.....	38
Inserting Pages.....	38
Reorganizing Pages.....	40
Rotating Pages.....	41
Copying Pages Between Documents.....	42
Deleting Pages.....	43
Extracting Pages.....	44
Splitting Pages.....	45
Creating a Blank PDF Document.....	47
Adding Headers and Footers.....	49
Exercise 1.....	53
Adding and Fixing Bookmarks.....	54
Creating Bookmarks.....	55
Moving a Bookmark.....	56
Removing Bookmarks.....	56
Changing the Appearance of Bookmarks.....	57
Using Find and Search.....	58
Find.....	58
Search.....	59
Managing Embedded Index.....	60
Working with Images.....	62
Placing Images.....	62
Editing the Image.....	63

Working with Text Edits.....	65
Moving Text.....	65
Editing Text	66
Formatting Text	66
Adding New Text.....	67
Rotate or Resize a Text Box	68
Exercise 2.....	69
Exporting PDF Document.....	70
Exporting PDFs to Microsoft Word.....	70
Exporting to Excel	71
Exporting to PowerPoint.....	74
Using the Snapshot Tool.....	75
Working with Password Security on PDF Documents	76
Password Protection.....	76
Changing Security Settings.....	79
Working with Comments.....	80
Using the Comment and Markup Tools.....	80
Using the Stamp Tool	85
Viewing Comments	90
Including Word Document Comments in a PDF (Optional)	92
Exercise 3.....	95
Using Shared Reviews	96
Merging Comments	96
Replying to Comments	97
Initiating a Review Through E-mail	98
Setting Up Your Identity.....	98
Sending the Review	99
Reviewing Documents	103
Tracking Reviews	107
Printing the Reviewer Comments	109
Exercise 4.....	110
Attaching Files to PDF Documents	111
Adding Document-Level Attachments	111
Adding Page-Level Attachments	112
Attaching the Original Source Files During the Conversion	113
Using the Attachment Pane.....	114
Creating PDFs for the Web.....	115

Setting Up Fast Web View	115
Including the Download Link to Acrobat Reader	116
Working with Hyperlinks in PDF Documents	116
Working with Conversion Settings and the PDF Optimizer	120
Linking PDF Files to a Web Page	124
Exercise 5	125
Downloading Web Pages	126
Appendix A: Acrobat Tips and Shortcuts	129
Appendix B: Solutions to Exercises	131