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› Adobe Acrobat Pro DC Quick Reference Guide by TeachUcomp, Inc.

## TeachUcomp, Inc. Acrobat Pro DC Quick Reference Guide

# Adobe Acrobat Pro DC Quick Reference Guide

Comprehensive instructions, tips, and shortcuts for Adobe Acrobat Pro DC.

## 1. PRODUCT OVERVIEW

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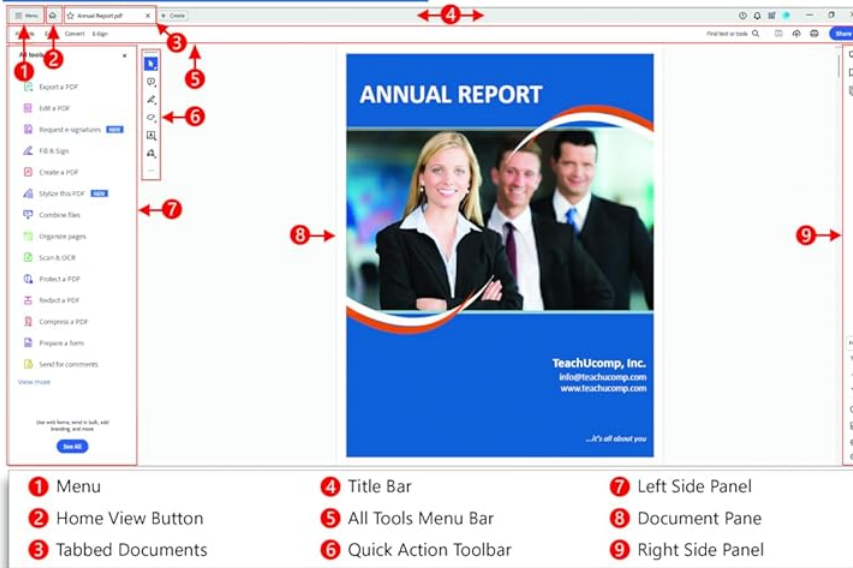
This 4-page laminated quick reference guide, published by TeachUcomp, Inc., provides step-by-step instructions for using Adobe Acrobat Pro DC. It is designed to offer quick and easy access to essential functions and features of the software, serving as a practical resource for individuals and businesses. The guide covers a wide range of topics, from basic navigation to advanced document security and collaboration tools.

# Adobe® Acrobat® Pro DC Introduction TEACHUComp, INC.®

## Quick Reference Guide

Comprehensive video training & instruction manuals available at [www.teachucomp.com](http://www.teachucomp.com)

### The Acrobat Environment



### Creating PDFs

#### Creating a PDF from an Existing File

Acrobat converts some file types, such as image files, automatically. Other types, such as Microsoft Office files, require that the original software is installed.

#### To create a PDF from a single file within Acrobat:

1. Select "Menu| Create| PDF from file," select the file in the dialog box, and click the "Open" button.

Or:

1. Click the "+ Create" button in the Title Bar, select "Single File" on the left, then click the "Select a file" button on the right.
2. Select the file in the dialog box and then click the "Open" button.
3. Click the "Create" button.

#### To create a PDF from a file in Microsoft Office:

1. Click the "Create PDF" button in the "Create Adobe PDF" group on the "Acrobat" tab of the Ribbon in the Microsoft Office application. Or, to send the PDF as an email attachment, click the "Create PDF and Share via Outlook" button in the "Create and Share" group.
2. Select a location and enter a "File name" in the "Save Adobe PDF File As" dialog box.
3. Click the "Save" button. The new PDF will open or the default email application will open with the PDF attached. To email, complete the email contents and click the "Send" button.

#### To create a PDF using the "Print" dialog box in any Windows desktop application:

1. Select "File| Print" from the Menu Bar or Ribbon.
2. Select "Adobe PDF" from the list of printers.
3. Click the "Preferences," "Printer Properties," or "Print Options" and then "Properties."
4. In the "Adobe PDF Document Properties" dialog box, make desired changes, and click "OK."
5. Click "Print" or "OK."

#### Creating a PDF from a Web Page

1. Select "Menu| Create| PDF from web page." Or, click the "+ Create" button in the Title Bar and select "Web page" on the left.
2. Enter the web address (URL) for the page.
3. To adjust how much of the site to use for the PDF, click the "Capture Multiple Levels" checkbox or button and make selections.
4. To change conversion settings and page layout, click the "Settings" or "Advanced Settings" button, make selections, and click "OK."
5. Click the "Create" button.

#### Creating Multiple PDFs from Different Files

1. Select "Menu| Create| Create multiple PDF files." Or, click the "+ Create" button in the Title Bar, select "Multiple files" on the left, select "Create multiple PDF files" on the right, and then click the "Next" button.
2. Click the "Add files" drop-down in the upper-left corner of the "Create Multiple PDF Files" dialog box and select "Add Folders" or "Add Files."
3. Make selections and click "Open" or "OK."
4. Repeat steps 2-3 until all files are added.
5. Click "OK."
6. Adjust desired "Output options" and click "OK."

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### Interface Basics

#### Adobe Acrobat Workspaces

**Home view** is the landing page when Acrobat first starts and the default view when no document is open. It provides easy access to recent files, shared files, common tools, to-do tasks, and file storage accounts. To access Home view from another part of Acrobat, click the "Home view" button in the Title bar.

**Document view** is the default view when a document is open. When a document is opened, it is displayed under a new tab above the "All tools" menu bar. In addition, the Quick action toolbar and the left and right side panels appear. To navigate to different open documents, click their tabs.

#### Using the Quick Action Toolbar

The Quick action toolbar provides access to Acrobat's frequently-used tools and can be customized. Some tools share space on the toolbar with similar tools. For example, the Selection tool (used to select objects) and the Hand tool (used to pan around a document that is not visible in the entire window) , share the same button. To switch between tools and display associated settings in the Quick action toolbar, click its button and select the tool. To move the Quick action toolbar, hover over its top handle until the cursor turns into the Hand tool, then click and drag.

#### Customizing the Quick Action Toolbar

1. Click the ellipses at the bottom of the Quick action toolbar and select "Customize toolbar."
2. To add a tool, select it in the right pane and click the "Add to Toolbar" button. To remove a tool that's been added, select it in the left pane and click the "Remove from Toolbar" button. To change the position of an added tool, select it in the left pane and use the up and down arrows to move it to the desired position. To add a vertical line to separate groups of tools, select the tool under which to add the line and click the "Add Divider to Toolbar" button. To remove a line, select it and click "Remove from Toolbar."
3. Click the "Save" button.

#### Customizing the Right Side Panel

1. Select "Menu| View| Show/Hide| Side panels" or right-click the side panel.
2. Select (check) the tools to show and deselect (uncheck) the tools to hide. To reset the panel to its default, select "Reset side panels" or "Reset Panes."

### File Management

#### Opening, Closing, and Starring Files

##### To open or close a file:

1. Click the "Home view" button in the Title bar.
2. To open a recently-opened file, a starred file, or a file in a cloud storage account or another location, select "Recent," "Starred," a storage account, or other location on the left of Home view.
3. Locate the file to the right and double-click it.
4. To close a file, click the "Close" button in its document tab at the top of the Acrobat window.

##### To star (pin) or unstar a file:

1. Click the "Home view" button in the Title bar.
2. Select "Recent" on the left side of Home view.
3. Hover over the file on the right side of Home view and click the "Star this file" icon.
4. To unstar a file, select "Starred" on the left side of Home view, hover over the file on the right side, then click the "Unstar this file" icon.

#### Navigating, Viewing, and Zooming

To navigate pages, click the "Next Page" or "Previous Page" buttons in the right side panel. Or, click into the page number box above the buttons, enter the desired page number, and press the "Enter" key.

To change the page display options, click the "Page Display" button in the right side panel and select an option. To navigate using page thumbnails, click the "Pages" button in the right side panel, then click the desired thumbnail in the "Pages" panel.

To zoom in or out, click the "Zoom In" or "Zoom Out" button in the right side panel and continue clicking or use the zoom slider to adjust. To pan around when the entire document isn't visible, click the "Selection Tool" in the Quick Action toolbar, select the "Pan" tool, then click and drag in the document.

Image 1: Front view of the Adobe Acrobat Pro DC Quick Reference Guide. This laminated card provides a durable and accessible format for quick information retrieval.

## 2. GUIDE FEATURES AND USAGE

The guide is structured for rapid information lookup, presenting instructions in a clear, concise, and step-by-step format.

Its laminated design ensures durability for frequent use.

## 2.1 Navigating the Guide

Information is organized into logical sections, allowing users to quickly locate specific tasks or features. Each instruction is broken down into numbered steps, often accompanied by visual cues (though not directly reproduced here, the physical guide uses icons and labels).



Image 2: Users consulting the Quick Reference Guide. The guide is designed for easy readability and collaborative use.

## 3. CONTENT COVERED

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

The Adobe Acrobat Pro DC Quick Reference Guide covers a comprehensive range of topics to assist users in mastering the software. Key areas include:

### 3.1 The Acrobat Environment




- **Interface Basics:** Understanding the main window, menu, view button, and document views.
- **Customizing the Quick Action Toolbar:** Adding, removing, and rearranging tools.
- **File Management:** Opening, closing, starring, pinning, and unpinning files.
- **Navigating, Viewing, and Zooming:** Page navigation, zoom tools, and display settings.

## Creating a PDF Portfolio

A PDF Portfolio contains multiple files in an integrated PDF unit, with the ability to retain the files in their original file type. For example, a PDF Portfolio can include text documents, e-mail messages, and more.


1. Select "Menu| Create| PDF portfolio." **Or**, click the "+ Create" button in the Title Bar, select "Multiple files" on the left, select "Create PDF portfolio" on the right, and then click the "Next" button. 
2. Click the "Add Files" drop-down in the upper-left corner of the "Create PDF Portfolio" dialog box, select a source (e.g. "Add Files,"), make selections, and click "Open" or "OK." Repeat until all files are added. **Or**, drag and drop files onto the "Create PDF Portfolio" window.
3. **To reorder the files**, click and drag them.
4. Click the "Create" button. 
5. **To manage an existing portfolio (add and delete files, etc.)**, open the portfolio, right-click in the portfolio window or on a file in the portfolio to manage, then select a command from the menu.

## Combining Files into a Single PDF





1. Select "Menu| Create| Combine files into a single PDF." **Or**, click the "+ Create" button in the Title Bar, select "Multiple files" on the left, select "Combine files" on the right, and then click the "Next" button.
2. Click the "Add Files" button, make selections, and click "Open" or "OK." **Or**, drag and drop files onto the "Combine files" window. 
3. **To reorder the files**, click and drag them.
4. **To adjust settings**, click the "Options" button in the toolbar, make selections, and click "OK." 
5. Click the "Combine" button in the toolbar. 

## Editing PDFs




### Finding Words or Phrases in a PDF

1. Select "Menu| Search| Find" **or** click into the "Find text or tools" field in the "All tools" menu bar.
2. Type a word or phrase in the "Find text or tools" field and press "Enter" (PC) or "Return" (Mac).
3. **To navigate the different instances of the word or phrase**, click the "Previous" and "Next" buttons.
4. **To refine the search**, click the "Options" ellipsis and select options. 




### Advanced Search in the Search Panel

1. Select "Menu| Search| Advanced search." **Or**, click into the "Find text or tools" field in the "All tools" menu bar, click the "Options" ellipsis, then select "Advanced search" from the menu. 
2. Select a choice under "Where would you like to search?" Acrobat can search the current PDF or PDFs in other available folders and locations.
3. Type a word or phrase in the "What word or phrase would you like to search for?" field.
4. Select available search refinements (e.g. "Whole words only"). **To display other options**, click the "Show More Options" link at the bottom of the panel.
5. Click the "Search" button. 
6. **To navigate to the different instances of the word or phrase**, click the links in the Search panel.
7. **To perform a new search**, click the "New Search" button. 
8. **To close the Search panel**, click the "Close" button in its upper-right corner. 

### Moving, Copying, and Deleting Pages

1. **To display the Pages panel**, click the "Pages" button in the right side panel. 
2. **To move a page**, click and drag the page's thumbnail to its desired location in the panel.
3. **To copy a page to a new location in the PDF**, hold down the "Ctrl" key while clicking and dragging the thumbnail to the newly-created copy's location.
4. **To delete a page**, select its thumbnail, click the "Delete Pages" button, then click "OK."  *Note:* Deleting pages cannot be undone.
5. **To close the Pages panel**, click its close button. 





## Rotating Pages

1. Click the "Pages" button in the right side panel. 
2. Select the page(s) to rotate.
3. **To rotate the image(s)**, click a 90 degree rotation button in the Pages panel. 
4. **To close the panel**, click its "Close" button. 




## Extracting and Replacing Pages

Extraction is the process of reusing selected pages of one PDF in a different PDF. Extracted pages contain the original content as well as all form fields, comments, and links associated with the original page.



### To extract pages from a PDF:

1. Select "All tools| Organize pages." 
2. Select the page(s) to extract. **To select a range of pages**, hold down the "Shift" key while clicking. **To select multiple non-consecutive pages**, hold down the "Ctrl" key while clicking.
3. Click the "Extract pages" button in the "Organize pages" panel. It expands with additional options. 
4. **To permanently remove pages from a PDF as part of the extraction process**, check the "Delete pages after extracting" checkbox.
5. **To create separate, one-page PDF files from each extracted page**, check the "Extract pages as separate files" checkbox.
6. Click the "Extract" button. 
7. **To close the panel**, click its "Close" button. 




### To replace pages with pages from another PDF:

1. Select "All tools| Organize pages." 
2. Select one or more thumbnail images of the adjacent pages to replace.
3. Click the "Replace" button in the "Organize pages" panel. 
4. In the "Select File With New Pages" dialog box, locate and select the PDF that contains the pages to use as replacements.
5. Click the "Open" button.
6. Enter the first page to use in the "With Pages" field of the dialog box. The "To" field automatically selects adjacent pages from the number selected.
7. Click the "OK" button, then "Yes" to confirm.
8. **To close the panel**, click its "Close" button. 

## Inserting Pages from Other Sources

1. Select "All tools| Organize pages." 
2. Click the "Insert" button in the "Organize pages" panel and choose a page source. 
3. Navigate to the content you want to insert, select it, and click the "Open" button. *Note:* Before using the "From clipboard..." command, you must have copied content to the Clipboard.
4. Designate where the new pages will be inserted by selecting either "Before" or "After" from the "Locations" drop-down menu in the "Insert Pages" dialog box.
5. Select the page in the current PDF to place the content before or after in the "Page" section.
6. Click "OK."

## Splitting a PDF into Multiple Files

1. Select "All tools| Organize pages." 
2. Click the "Split" button in the "Organize pages" panel. It expands with additional options. 
3. **To determine the method by which the PDF will be split**, use the "Split by" drop-down options.
4. **To split the document by number of pages**, enter the maximum number of pages that can be contained in the new documents by entering a number into the "Pages" field.
5. **To split the document by file size**, enter the maximum size that any of the new documents can be by typing it into the "Mb" field.
6. **To split multiple PDF files**, click the "Split multiple files" button, add and remove files, and click "OK."
7. **To set output options**, click the "Output options" button, make selections, and click "OK."
8. Click the "Split" button. 




## Setting Initial View Settings

Determine how a PDF will appear on screen when first opened by users.



1. Select "Menu| Document properties."
2. Click the "Initial View" tab of the "Document Properties" dialog box.
3. Make desired selections and click the "OK" button.

## Using the Edit Panel

Use the "Edit" panel to modify existing elements and add new elements to a PDF.

1. Select "All tools| Edit a PDF."  **Or**, select an existing element and click the "Edit a PDF" button that appears.  **Or**, click "Edit" in the "All tools" menu bar. The Edit panel opens.
2. **To edit an existing element**, select it. The Edit panel displays the available editing options for the selected element.
3. **To add content**, click a button in the "Add Content" area. **To view all**, click the "More" link.
4. **To return to Document view**, click the Edit panel's "Close" button. 

## Adding and Formatting Text

1. Select "Edit" in the All tools menu bar.
2. Click the "Text" button in the "Edit" panel. 
3. Select desired text formatting (size, color, etc.) using the settings in the "Edit" panel.
4. Click a spot in the document to add a text box to hold the new text, then start typing directly into the text box or paste copied text.
5. **To resize a text box**, place the cursor directly over a resizing handle (small circles on the bounding border of the text box), until the pointer appears as a double-pointed arrow. Click and drag.
6. **To move an entire text box to a different spot**, hover the cursor over the bounding box, avoiding the resizing handles, until the cursor changes to display the "Move" pointer (a cross with arrows on each end). Click and drag. **To align the text box with other text in the PDF**, hold down the "Shift" key while dragging. 
7. **To rotate a text box**, place the mouse pointer next to one of the resizing handles until the pointer appears as a curved arrow. Click and drag.
8. **To adjust the formatting of text**, either select specific text by clicking and dragging to highlight it or change all the text in a text box by clicking the edge of the bounding box to select it. Use the "Format Text" tools in the "Edit" panel to make the desired changes.

## Editing Existing Text

1. Select "Edit" in the All tools menu bar. The mouse pointer turns into an editing tool when hovering over text and bounding boxes appear around editable text.
2. **To adjust the formatting of text**, either select specific text by clicking and dragging to highlight it or change all the text in a text box by clicking the edge of the bounding box to select it. Use the "Format Text" tools in the "Edit" panel to make the desired changes.
3. **To make content editing changes**, click into the text box and type normally.

## Adding and Editing Images


1. Select "Edit" in the All tools menu bar.
2. Click the "Image" button in the "Edit" panel. 
3. Navigate to the image in the "Open" dialog box, select it, and then click the "Open" button.
4. Click the location in the document into which to place the image.
5. **To resize the image**, click and drag the resizing handles on the image's bounding box.
6. **To move the image**, click and drag it.
7. **To select an existing image**, click it.
8. **To edit an image (flip, rotate, crop, replace, align, arrange)**, use the tools in the "Adjust Objects" area of the "Edit" panel. Hover over a setting icon to see the setting's name.

Image 3: A section of the guide detailing the Acrobat environment and PDF creation processes.

## 3.2 Creating and Managing PDFs

- **Creating PDFs:** From existing files, Microsoft Office, print dialog, and web pages.
- **Combining Multiple PDFs:** Merging several documents into a single PDF.

- **Rotating Pages:** Adjusting page orientation.
- **Extracting and Replacing Pages:** Managing individual pages within a PDF.
- **Splitting a PDF:** Dividing a document into multiple files.
- **Inserting Pages:** Adding pages from other sources.
- **Moving, Copying, and Deleting Pages:** Reordering and removing pages.


### 3.3 Editing and Formatting

- **Using the Edit Panel:** Modifying text and images.
- **Adding and Formatting Text:** Inserting new text and applying formatting.
- **Editing Existing Text:** Modifying existing text content.
- **Changing Page Number Display:** Customizing page numbering.
- **Cropping Pages and Documents:** Adjusting page dimensions.
- **Adding and Removing Watermarks:** Managing watermarks for documents.
- **Using Headers and Footers:** Inserting and customizing headers and footers.
- **Adding Metadata:** Managing document properties and keywords.


## Changing the Page Number Display

By default, Acrobat automatically applies Arabic numerals to pages in a PDF document, with the first page of the document as page 1.


### To display the Pages panel:

1. Click the "Pages" button in the right side panel. 


### To omit page numbering on a PDF's title page:

1. Click on the title page's thumbnail.
2. Click the "Options" button at the top of the "Pages" panel and select "Page Labels." 
3. Click the "From" option button and enter "1" in both the "From" and "To" fields.
4. Ensure the "Begin a new section" option button is selected within the "Numbering" section.
5. Choose "None" from the "Style" drop-down.
6. Click "OK."


### To change the numbering in the rest of the document (other than the title page):

1. Click the thumbnail image of the second page.
2. Click the "From" button at the top of the "Pages" panel and select "Page Labels." 
3. Enter a page range from 1 to the last page of your document.
4. Click the "Begin new section" option button and choose a numbering style from the "Style" drop-down menu.
5. **To prefix characters to the numbering**, type the characters into the "Prefix" text box.
6. **To choose the number at which to start page numbering**, type the number into the "Start" field.
7. Click "OK."


## Cropping Pages and Documents

1. Select "Edit" in the All tools menu bar.
2. Click the "Crop" button in the "Edit" panel. 
3. Click and drag over the area of the page to remain visible. **To resize the crop area**, click and drag the resizing handles (small squares at the corners).
4. Double-click inside the crop rectangle.
5. Make any desired changes in the "Set Page Boxes" dialog box
6. Click "OK."


## Adding and Removing Watermarks

1. Select "Edit" in the All tools menu bar.
2. Click the "More" link under "Add Content."
3. Click the "Watermark" button in the "Edit" panel and select "Add" from the menu. 
4. Specify the watermark source by entering text into the "Text" field of the "Source" area in the "Add Watermark" dialog box. **Or**, select "File," click the "Browse" button, navigate to a file, select it, and click "Open."
5. Make desired modifications to the settings in the "Appearance" and "Position" areas. View the changes in the "Preview" area to the right.
6. Click "OK."

### To update a watermark:

1. Select "Edit" in the All tools menu bar.
2. Click the "More" link under "Add Content."
3. Click the "Watermark" button in the "Edit" panel and select "Update" from the menu. 
4. Make desired changes and click "OK."

### To remove a watermark:

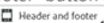
1. Select "Edit" in the All tools menu bar.
2. Click the "More" link under "Add Content."
3. Click the "Watermark" button in the "Edit" panel and select "Remove" from the menu. 
4. Click "Yes" to confirm.

## Attaching Files to a PDF

Useful for attaching supplemental information.

1. Click the "Attachments" button in the right side panel.  Right-click the panel to select, if necessary.
2. Click the "Add a new attachment" button at the top of the "Attachments" panel, navigate to the file, select it, and click "Open." 
3. **To delete an attachment**, click its name in the "Attachments" panel, click the "Options" button, select "Delete Attachment," then "Yes" to confirm. 
4. **To close the panel**, click its close button. 

## Using Headers and Footers

1. Select "Edit" in the All tools menu bar.
2. Click the "Header and footer" button in the "Edit" panel and select "Add." 
3. Select "Font" and "Margin" options.
4. **To enter text**, click into one of the "Header" or "Footer" fields and type or paste copied text.
5. **To display page numbers or a date**, click the "Insert Page Number" or "Insert Date" button. **To set options**, click the "Page Number and Date Format" link, enter values, and click "OK."
6. Click "OK."
7. **To edit a header or footer**, click the "Header and footer" button in the "Edit" panel, select "Update," make changes, and click "OK."
8. **To delete a header or footer**, click the "Header and footer" button in the "Edit" panel, select "Remove," then click "Yes" to confirm.




## Adding Metadata

Metadata summarizes basic information about electronic files and includes information about the document and its contents, such as the author's name, keywords, and copyright information.

1. Select "Menu | Document properties."
2. Click the "Description" tab in the "Document Properties" dialog box, if necessary.
3. Enter a "Title," "Author," "Subject," and "Keywords," as desired.
4. **To access additional metadata options such as copyright**, click the "Additional Metadata" button, enter desired information, and click "OK."
5. Click "OK."




## Using Bookmarks

Bookmarks are links represented by text that help to navigate a PDF quickly. Bookmarks are managed in the "Bookmarks" panel.

1. Click the "Bookmarks" button in the right side panel. 
2. **To create a bookmark**, select the desired text or image in the PDF, then click the "Add a new bookmark" button at the top of the "Bookmarks" panel. 
3. **To rename a bookmark**, select it in the "Bookmarks" panel, click into its name so that it is highlighted, type a new name, and press the "Enter" (PC) or "Return" (Mac) key.
4. **To delete a bookmark**, select it in the "Bookmarks" panel and click its "Delete" button.  **To delete multiple bookmarks**, select them, click the "Options" button at the top of the panel, then select "Delete Bookmark(s)" from the menu. 
5. **To close the panel**, click its "Close" button. 


## Interactive & Multimedia Content

### Adding Video, Sound, and 3D Media


1. Select "Edit" in the All tools menu bar.
2. Click the "More" link in the "Edit" panel.
3. Click the "Video," "Sound," or "3D media" button in the "Edit" panel.   
4. Click and drag to define the area of the page where the media will be placed.
5. Click the "Browse" button in the dialog box, navigate to the media file, select it, and click "Open." **Or**, enter a URL in the "File" field for an online video.
6. **To make the playback area of a video file retain its original height and width ratio**, check the "Snap to content proportions" checkbox.
7. **To expand the dialog box and set additional settings**, check the "Show Advanced Options" checkbox and make desired changes.
8. Click "OK."
9. **To edit a media file**, click "Edit" in the All tools menu bar, click the "More" link in the "Edit" panel, click the "Video," "Sound," or "3D media" button, double-click the file, make changes, and click "OK." **Or**, **to delete the media file instead**, click it once to select it, then press the "Delete" key.

## Adding and Editing Links

### To create links:

1. Select "Edit" in the All tools menu bar.
2. Click the "More" link in the "Edit" panel.
3. Click the "Link" button in the "Edit" panel and select "Add or edit a link." 
4. Click and drag in the document to define the link area, defined by a blue border.
5. Select values under "Link Appearance" in the "Create Link" dialog box.
6. **To link to another location within the document**, select "Go to a page view" under "Link Action," click "Next," scroll to the page, and click "Set Link."
7. **To open a file when the link is clicked**, select "Open a file" under "Link Action," click "Next," select the file, and click "Open." For a PDF, select an open preference and click "OK."
8. **To open a web page**, select "Open a web page" under "Link Action," click "Next," enter the web address (URL), and click "OK."
9. **To link to an email address (which opens the reader's default email application to send)**, select "Open a web page" under "Link Action," click "Next," enter "mailto:" followed by the email address (e.g., mailto:sales@teachucomp.com), and click "OK."
10. **To add a custom link**, select "Custom link" under "Link Action," click "Next," then click the "Actions" tab in the "Link Properties" dialog box. Select an action, click the "Add" button, and complete the required steps for the selected action. Repeat as desired for additional actions, then click "OK."

### To edit or delete a link:



1. Select "Edit" in the All tools menu bar.
2. Click the "More" link in the "Edit" panel.
3. Click the "Link" button in the "Edit" panel and select "Add or edit a link." 
4. **To edit**, double-click the link area, make changes in the "Link Properties" dialog box, and click "OK."
5. **To resize the link area**, hover over one of the border's *side* resizing handles (not a corner) until the cursor turns into a double line, then click and drag.
6. **To delete**, click the link and press the "Delete" key.

## Collaborating

### Sending for Review



Distribute a PDF document for viewing or commenting by sharing a link with others. The linked document is securely stored in Adobe cloud storage and can be accessed through any browser on any device.

Recipients receive an email or message with the link, allowing them to open the document in their browser to view and comment, without the need to sign in.

1. Open the PDF to share.
2. Select "All tools | Send for comments."  **Or**, click the "Share" button at the right end of the All Tools menu bar. 
3. By default, people can comment on the file. **To share the file only for viewing**, click the "People can comment on this file" button to turn it off. 

4. Share the file using one of the following methods:

### To share the file via Adobe:

1. Click into the "Add name or email to invite" field.
2. Enter the recipient email address(es) (one per line). **Or**, click the "Address Book" button, make a selection, click the "To" button, repeat as desired, and click "OK." 
3. Edit the default (optional) "Message," if desired.
4. **To create a deadline for review**, click the "Add deadline" link, select a date, and click "Add."
5. Click the "Invite" button. 

### To create a link and share using a third-party app:

1. Click one of the available apps (Microsoft Outlook, Gmail, Microsoft Teams, etc.).
2. Acrobat creates a shareable link and opens the app with the copied link in the message draft. Send the message as usual per the app.
3. Alternatively, click the "Get link" button, then copy and share it with the intended recipients using any desired method. 

Image 4: A page from the guide illustrating instructions for document editing and metadata management.

## 3.4 Document Navigation and Viewing








- **Finding Words or Phrases:** Searching within a PDF.
- **Advanced Search:** Performing complex searches.

- **Setting Initial View Settings:** Configuring how a PDF opens.
- **Using Bookmarks:** Creating and managing navigation bookmarks.
- **Interactive & Multimedia Content:** Adding and managing rich media.









### 3.5 Security and Collaboration

- **Adding and Editing Links:** Creating and modifying hyperlinks.
- **Collaborating:** Sharing documents for review.
- **Reviewing Shared PDFs:** Managing comments and feedback.
- **Stamping Documents:** Applying stamps to PDFs.
- **Optical Character Recognition (OCR):** Converting scanned documents to editable text.
- **Document Protection & Security:** Setting passwords and permissions.
- **Removing Password Security:** Disabling document protection.
- **Signing a PDF:** Applying digital signatures.
- **Redacting Content:** Permanently removing sensitive information.
- **Comparing Documents:** Identifying differences between PDF versions.
- **Adding Comments and Markups:** Annotating documents.
- **Attaching Files:** Embedding files within a PDF.

## Reviewing Shared PDFs


1. Open the review email invitation.
2. Click the document link, the "Review" button, or the "Open" button, depending on how the invitation was sent.  The PDF opens in the default web browser and the "Comments" panel opens.
3. **To open or close the "Comments" panel**, click the "Comments" button in the right side panel. 
4. **To sign into an Adobe account**, which allows the use of @mention tags and additional features, click the "Sign In" link at the right end of the toolbar. Otherwise, continue as a guest. 
5. **To join the review using Acrobat or Acrobat Reader**, click the "Options" button at the right end of the toolbar and select the "Open in desktop app" command. 
6. **To add a new comment**, click into the box at the top of the "Comments" panel, type a comment, and click the "Post" link. **To respond to an existing comment**, click its "Reply" link in the "Comments" panel, type the reply, and click the "Post" link.
7. **To edit or delete a comment**, click its "Options" button and make a selection. 
8. **To use the @mention feature when logged-in to an Adobe account**, which sends a notification to the named reviewer to get their attention, click the "@mention" button or type the "@" symbol, type the reviewer's email address and press the "Enter" key or select the reviewer's email from the list, make any desired comments, and click the "Post" link. 
9. **To filter comments**, click the "Filter comments" button at the top of the "Comments" panel, then select or deselect desired criteria. **To clear all criteria**, click the "Clear All" link at the bottom. 

## Adding Comments and Markups

1. Select from the tools in the Quick Action toolbar.
2. **To highlight, underline, or strikethrough text**, click the "Highlight selected text" button in the Quick Action toolbar, select the tool, then click and drag over the text. 
3. **To draw free form**, click the "Draw freehand" button  in the Quick Action toolbar, select the "Draw" tool, select a "Color"  and "Line Thickness"  in the toolbar, then click and drag. **To erase free form drawing**, click the "Erase a drawing" tool in the toolbar, then click and drag over the drawing. 
4. **To add drawing markups**, click the "Draw freehand" button  in the Quick Action toolbar and select a markup from the list. Select a "Color"  and "Line Thickness"  in the toolbar, then click and drag.



### To add comments with a sticky note:

A sticky note is a comment displayed as a small yellow square with a speech bubble in it. A sticky note can be placed anywhere within the document.

1. Click the "Add a comment" button in the Quick Action toolbar. 
2. Click on the area in the PDF where the note should appear, type the comment in the note window in the "Comments" panel, and click the "Post" link.
3. Click back into the PDF or click the "Close" button in the note. The "Comments" panel displays the note.
4. **To read a sticky note**, hover over the note **or** click the note to highlight it in the "Comments" panel. **Or, to reopen the note**, double-click it.
5. **To delete a Sticky Note**, click to highlight it and press the "Delete" key.

### To add comments in a file attachment:


Embed a file at a selected location to reference longer documents too large for a pop-up note or text box.

1. Click the "Add a comment" button  in the Quick Action toolbar and select the "Attach file" tool. 
2. Click on the area in the PDF where the attachment icon should appear, navigate to the file, select it, and click the "Open" button.
3. Select the attachment properties and click "OK."

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## Stamping Documents




Stamp documents as "Approved," "Sign Here," etc.

1. Select "All tools| View more| Add a stamp." 
2. Select the "Stamp" tool in the "Add a stamp" panel, then select a category and a stamp.
3. Click in the location to place the stamp. If Acrobat requests identifying information, enter it.
4. **To stop using the stamp tool**, press the "Esc" key.
5. **To resize a stamp**, select it and click and drag one of the resizing handles (small circles at corners).
6. **To rotate a stamp**, hover the handle at the top, then click and drag the rotate stamp icon (curved arrow) that appears. 
7. **To move a stamp**, click and drag it.
8. **To delete a stamp**, select it and press "Delete."

## Optical Character Recognition

### Recognizing Text in a Scanned PDF




Optical Character Recognition (OCR) is turned on by default for PDFs created by scanning a document. **To manually apply OCR to a scanned document:**

1. Select "Menu| Create| PDF from scanner." **Or**, click the "+ Create" button in the Title Bar, then select "Scanner" on the left.
2. Click the "Default settings" button. 
3. Check the "Recognize Text (OCR)" checkbox, click the "Settings" button, select the language and output, then click "OK."  **Or, to disable automatic character recognition**, uncheck the "Recognize Text (OCR)" checkbox and click the "Save Settings" button. 
4. **To complete the scan**, click the "Scan" button.



### Recognizing Text in PDFs

For Acrobat users who have disabled automatic OCR features or received a PDF with unrecognized text.

#### To recognize text in the current document only:

1. Select "All tools| Scan & OCR." 
2. Click the "In this file" button in the "Scan & OCR" panel. It expands with additional options. 
3. Select the desired pages in which to recognize text and the language.
4. Click the "Recognize text" button. 

#### To recognize text in multiple documents:

1. Select "All tools| Scan & OCR."
2. Click the "In multiple files" button in the "Scan & OCR" panel. 
3. Click the "Add files" button, then select to add files, folders, or other open files. 
4. Navigate to the files or folders, select them, and click the "Open," "OK," or "Add Files" button.
5. Click "OK," select output options, and click "OK."
6. Select "Recognize Text" options and click "OK."



## Document Protection & Security

### Password-Protecting a PDF


Use a "Document Open" password to require a user to type a password to open a PDF. Use a "Permissions" password to restrict printing, editing, and copying content, and to change permission settings. If a PDF is secured with both types of passwords, it can be opened with either password.

1. Select "All tools| Protect a PDF." 
2. Click the "Encrypt with password" button in the "Protect a PDF" panel. 
3. Click "Yes" to confirm, if prompted.
4. **To create a "Document Open" password**, select "Require a password to open the document" and type a password.
5. **To create a "Permissions" password**, select "Restrict editing and printing of the document," select desired permissions, and type a password.
6. Set desired compatibility and encryption options.
7. Click "OK."
8. Re-type password(s) and click "OK" when prompted.
9. **To save the security settings**, save the document.


## Removing Password Security

1. Select "All tools| Protect a PDF." 
2. Click the "Set security properties" button in the "Protect a PDF" panel. 
3. On the "Security" tab, click the "Security Method" drop-down and select "No Security".
4. Enter the permissions password, if prompted.
5. Click "OK," then click "OK" again.
6. **To save the security settings**, save the document.

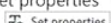
## Signing a PDF

1. Select "E-Sign" in the All tools menu bar.
2. Select a signature or initials under "Fill and Sign Yourself" in the "E-Sign" panel. **Or**, for first time setup, select "Add Signature" or "Add Initials," select "Type," "Draw," or "Image" at the top, create the signature, and click the "Apply" button.  **To remove it**, click the "X" next to the signature or initials in the "E-Sign" panel.
3. Click the spot in which to place the signature.
4. **To move a PDF signature**, click and drag it. **To delete it**, select it and click the "Delete" button.

## Redacting Content in a PDF

Redaction is a two-step process. First select what to redact, then apply the redaction. Text or pages marked for redaction appear within a red border. **To start**, select "All tools| Redact a PDF." 


### To change the properties of the Redaction tool:

1. Click the "Set properties" button in the "Redact a PDF" panel. 
2. Make desired changes and click "OK."

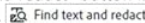



### To mark specific content for redaction:

1. Click the "Redact text and images" button in the "Redact a PDF" panel. 
2. Click "OK," if prompted.
3. **To mark the content**, click and drag across it.

### To mark a page or range of pages for redaction:

1. Click the "Redact pages" button in the "Redact a PDF" panel. 
2. Select the pages to redact in the "Mark Page Range" dialog box and click "OK."

### To use the Search Panel to locate content to redact:

1. Click the "Find text and redact" button in the "Redact a PDF" panel. 
2. Click "OK," if prompted.
3. Select search options.
4. Enter the word or phrase in the "What word or phrase would you like to search for" field.
5. Click the "Search & Remove Text" button.
6. Check the checkbox next to each result displayed in the Search panel to mark for redaction. **Or, to mark all results**, click the "Check All" button. 
7. Choose the method for marking the redactions by selecting either "Mark whole word(s) for redaction" or "Mark partial word(s) for redaction" at the bottom of the Search pane.
8. Click the "Mark Checked Results for Redaction" button. 
9. Click the "New Search" button at the top of the "Search" panel to repeat for other text, if desired.
10. Click the "Close" button in the Search panel. 

### To apply redaction to the selected content:





1. Click the "Apply" button in the "Redact a PDF" panel. 
2. **To find and remove hidden information in the document**, click the "Sanitize" switch on or off. 
3. Click the "Continue" button.  "Redacted" is appended to the end of the file name.
4. Choose a location and click the "Save" button in the "Save As" dialog box. 



Image 5: A page from the guide covering advanced features such as document security, collaboration, and redaction.

## 4. SPECIFICATIONS

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## 5. PUBLISHER INFORMATION AND SUPPORT

TeachUcomp, Inc. has been providing educational materials since 2001. For additional resources or inquiries, please refer to the publisher's official channels.



Image 6: TeachUcomp, Inc. logo, the publisher of this quick reference guide.

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