



# Getting Sh\*t Done with Acrobat DC

ADOBE ACROBAT DC



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## Go Digital with Adobe Scan

De-clutter, organize, or share! There's no need to keep piles of paper on your desk or stuff receipts in your wallet. The Adobe Scan mobile app scans paper documents directly into PDFs, and automatically recognizes text.

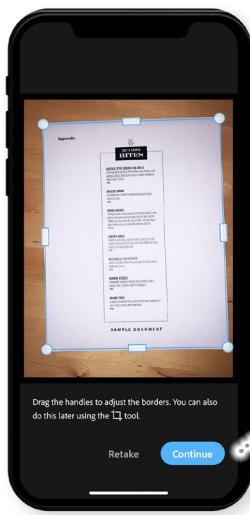
Flip to the Appendix and locate the "Bites Menu".



Open the Adobe Scan and position the app over the document.



Auto-capture:  
Note that four dots appear over the corners of the page.



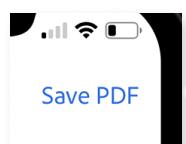
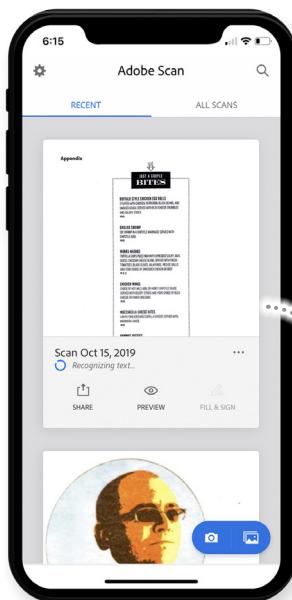
You can turn Auto-capture off and adjust the borders.



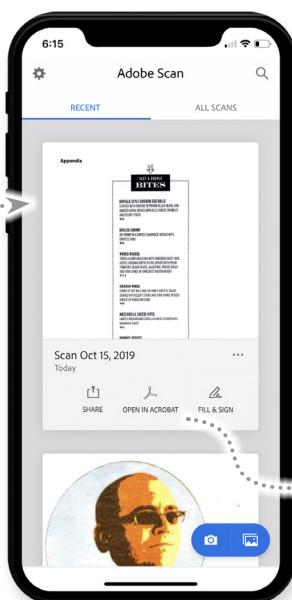
In the menu bar, you'll see different kinds of paper that the app can scan.

Card Form Document Business Card

Add pages,  
or try out  
different  
editing tools.



Save your PDF.



Adobe Scan recognizes the text, straightens the image and crops it automatically, preparing it for you to review or share with others.



After saving as a PDF, open the document in Acrobat and use the commenting tools to review before sharing the PDF.

## Share PDF files and Collect Feedback

Whether you're working on a desktop, in a browser, or on your mobile device, it's easier than ever to share PDF files. Recipients will receive a link, via email, to view or comment on your documents using any web browser. There's no sign-in required or software to install. Capture all their feedback in a single document that you can view from anywhere!

Open a PDF file that you'd like to share.

Collect all comments in a single PDF document.

View your team's feedback from anywhere — all you need is a web browser or Acrobat DC.

Click the Share button to create a link for your document.

...Or choose Get Link to share the document with a wider audience.

You can even add a reminder or deadline for review.

## Import PDF Comments to InDesign

InDesign CC 2019 allows you to import comments directly from PDF files. You can import, accept, and apply the changes with just one click. Selecting a comment in the new PDF Comments panel will locate and highlight the comment in your InDesign file.

Import comments from the reviewed PDF into your InDesign document.

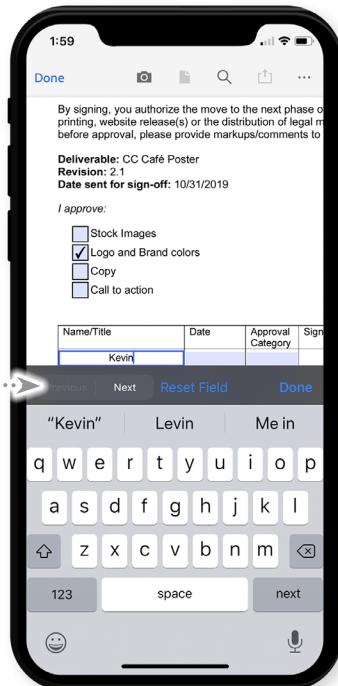
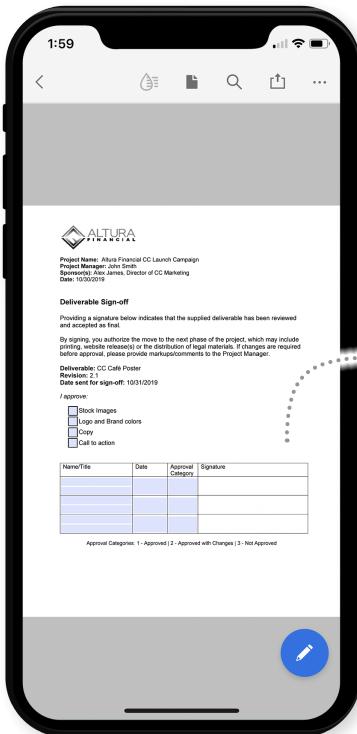
The collage consists of several screenshots showing the workflow of importing PDF comments into an InDesign document:

- Top Left:** A screenshot of the Adobe Acrobat DC interface showing the "Import PDF Comments" dialog box. It displays a thumbnail of a PDF page with a woman holding a dog, and the file path "AlturaFinancial-CC-Cafe-Poster.indd" is visible.
- Top Right:** A screenshot of the InDesign "PDF Comments" panel. It shows a list of 16 comments from "John Smith". One comment is highlighted: "adjust CC # for better visibility on this image". To the right, a portion of the InDesign document is shown with a red circle highlighting a text block: "Personalize your card with images that reflect you".
- Middle Left:** A screenshot of the InDesign "PDF Comments" panel showing the same list of comments. A specific comment from John Smith is selected, and a callout arrow points to the InDesign document where the same text block is now highlighted with a red circle.
- Middle Right:** A screenshot of the InDesign document with several comments applied. A callout arrow points to a comment from John Smith: "Check Resolution of image prior to submission to printer." The text block "Personalize your card with images that reflect you" is now highlighted with a red circle.
- Bottom Left:** A screenshot of the InDesign "PDF Comments" panel showing the comments list. A callout arrow points to the InDesign document where the text block "Personalize your card with images that reflect you" is highlighted with a red circle.
- Bottom Right:** A screenshot of the InDesign document after accepting a comment. A callout arrow points to the InDesign "PDF Comments" panel where a comment from John Smith has a checkmark next to it, indicating it has been accepted. The text block "Personalize your card with images that reflect you" is now highlighted with a red circle.

## Ditch the paper with Fill and Sign

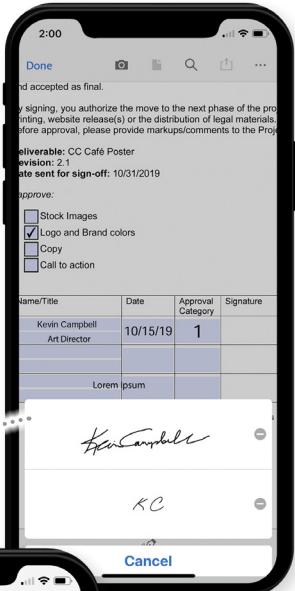
Fill, sign, and send forms fast from your desktop, browser, or mobile app. Adobe Sensei recognizes and saves commonly used data for use in a PDF form. Create a signature by drawing, importing a scan, or typing your name — then securely apply it to a document.

Open a PDF or link in your mobile apps.

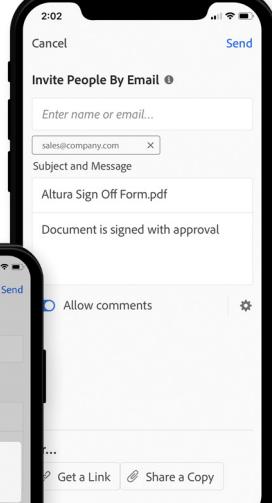
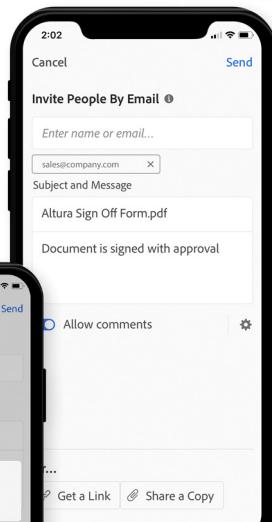


Fill in the form fields.

Then Sign with your signature or initials



To send your signed form to someone, click the share icon and enter their email address.



Finish the form by signing it your way—draw or type your signature. Place it anywhere in the document.

## Leverage the power of Acrobat DC and Office 365

If your IT team has implemented the [Adobe Document Cloud add-in for Office 365](#) you can use time-saving PDF features right inside Word, Excel, SharePoint or OneDrive. Scan the QR Code to learn more about the add-in.



### Create PDF from Office 365

Click the **Adobe Document Cloud** menu and select **Create PDF by Adobe**.

Hover over a Word, Excel or PowerPoint file and select it by clicking the small circle to the left of the file name.

Name	Modified	Modified By	File Size	Sharing
Combine	April 18	Taylor Kobey	7 items	Private
Sustainability Plan.pdf	August 1	Taylor Kobey	202 KB	Private
<input checked="" type="checkbox"/> Sustainability Plan.docx	September 9	Taylor Kobey	33.0 KB	Private
Employee Agreement Scan.pdf	April 18	Taylor Kobey	31.2 KB	Private
Employee Agreement Scan.docx	August 1	Taylor Kobey	25.2 KB	Private

A full PDF view experience is available in the browser. If you started the conversion from SharePoint or OneDrive, it will auto-save to that location. You can also download directly to your desktop.

**Contents**

Contents...	1
The Commitment...	1
Summary ...	2
Sustainability Goals and Strategies...	4
Cost Minimization and Value Maximization...	4
Resource Conservation...	
Waste Minimization...	
Emission Reduction ...	
Research for Renewable and Cleaner Energy Sources ...	
Community Awareness...	
Conclusions ...	7

**Altura**

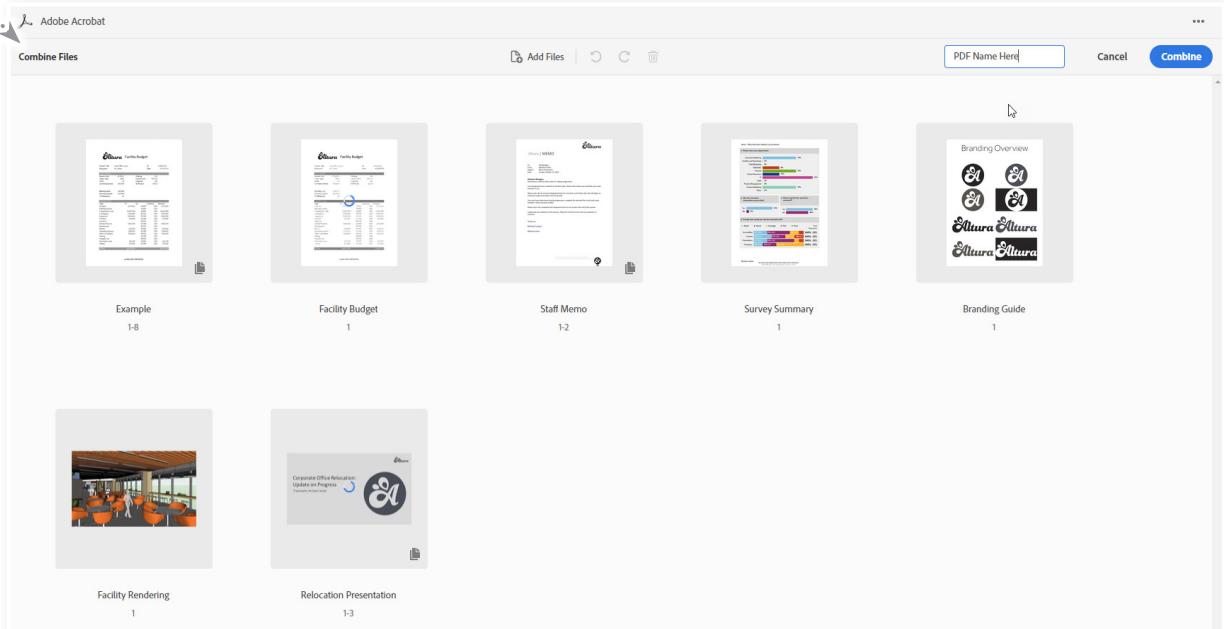
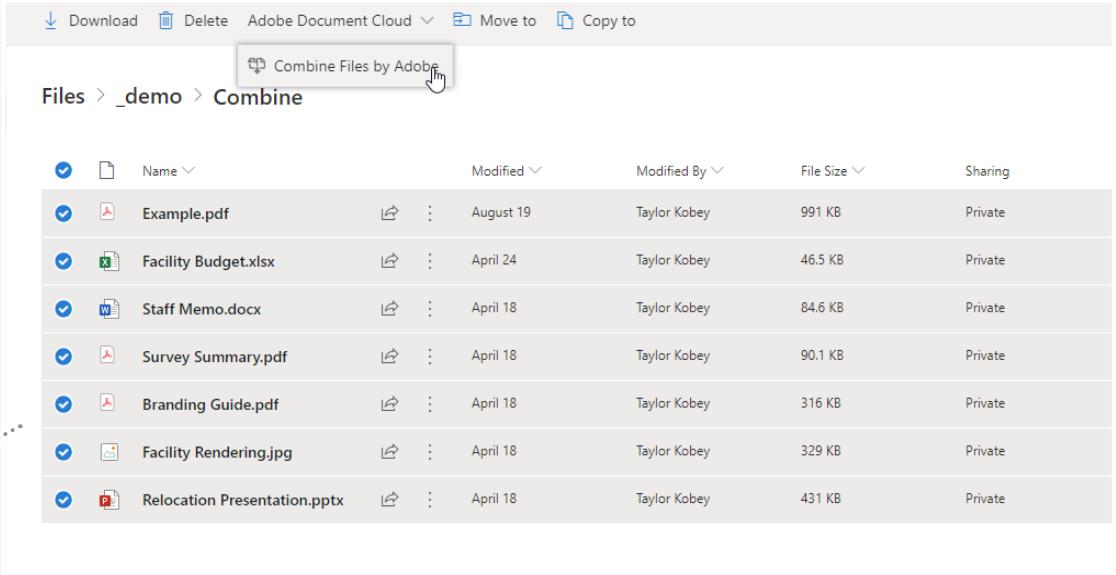
**A new document with your changes is saved in your OneDrive account in the \_demo folder.**

## Combine Files to PDF in Office 365

With the files selected, choose **Combine Files by Adobe**

Select multiple files by clicking the small circle to the left of the file name.

Combine Files will open in a new window.  
Reorder the files by dragging and dropping. Then, name your combined PDF.



## Reuse any PDF from within Office 365

Hover over a PDF file and click the document link to open the file in Document Cloud

The screenshot shows a PDF document titled "Sustainability Plan" with a table of contents. The "Edit" button in the top right corner is highlighted with a dotted arrow pointing to another "Edit" button in the bottom right corner of the interface.

Pop up the Export To menu to show the additional export options

The screenshot shows the "Export To" menu in Adobe Acrobat, listing options such as "Microsoft Word Document (\*.docx)" and "Rich Text Format Document (\*.rtf)". A dotted arrow points from the blue "Export to docx" button in the bottom right to the "Microsoft Word Document (\*.docx)" option in the list.

Click the blue, Export To, button

Your document will open in Microsoft Office 365, where you now can edit the Word Document created from the PDF.

The text is now fully editable and the numbering styles are retained.

The screenshot shows a Microsoft Word document titled "Sustainability Plan 3". The document contains sections like "The Commitment" and "Summary", with numbered lists and bullet points. A dotted arrow points from the bottom right of the document area to the bottom right corner of the slide.

## Appendix



### JUST A COUPLE **BITES**

#### **BUFFALO STYLE CHICKEN EGG ROLLS**

STUFFED WITH CHICKEN, PEPPERONI, BLACK BEANS, AND SMOKED GOUDA SERVED WITH BLEU CHEESE CRUMBLES AND CELERY STICKS

**\$8**

#### **GRILLED SHRIMP**

SIX SHRIMP IN A CHIPOTLE MARINADE SERVED WITH CHIPOTLE AIOLI

**\$8**

#### **WORKS NACHOS**

TORTILLA CHIPS PILED HIGH WITH SHREDDED COLBY JACK, QUESO, CHEDDAR CHEESE BLEND, SERVED WITH FRESH TOMATOES, BLACK OLIVES, JALAPENOS , PICO DE GALLO AND YOUR CHOICE OF SHREDDED CHICKEN OR BEEF

**\$11**

#### **CHICKEN WINGS**

CHOICE OF HOT, MILD, BBQ, OR HONEY CHIPOTLE SAUCE SERVED WITH CELERY STICKS AND YOUR CHOICE OF BLEU CHEESE OR RANCH DRESSING

**\$8**

#### **MOZZARELLA CHEESE BITES**

LIGHTLY BREADED MOZZARELLA CHEESE SERVED WITH MARINARA SAUCE

**\$6**

#### **HUMMUS VEGGIES**

HOMEMADE HUMMUS, SERVED WITH CARROT CHIPS, RADISH CHIPS, CELERY, AND PITA WEDGES

**\$6**

#### **CRABBY FRIES**

OLD BAY SEASONED THICK FRIES TOPPED WITH MONTEREY JACK CHEESE AND LUMP CRAB MEAT

**\$8**

## Adobe Acrobat Desktop Keyboard Shortcuts

These shortcuts are valid for Acrobat 9, Acrobat X, Acrobat XI, and Acrobat DC. For more tips, techniques, tutorials, videos, and forums about using Acrobat, visit [learn.adobe.com](http://learn.adobe.com).

Windows

Macintosh

### Give your PDF more space

Navigation Pane, hide/show	F4	F4
Toolbars, hide/show	F8	F8
Menu Bar, hide/show	F9	Command + Shift + M
Reading Mode	Ctrl + H	Ctrl + Shift + H
Full Screen, open/close	Ctrl + L	Command + L

### See more of your PDF

Fit Page	Ctrl + 0	Command + 0
Actual Size	Ctrl + 1	Command + 1
Fit Width	Ctrl + 2	Command + 2
Fit Visible	Ctrl + 3	Command + 3
Zoom In/Out	Ctrl + +/-	Command + +/-

### Navigating your PDF

Open a file	Ctrl + O	Command + O
Forward One Page	Right Arrow	Right Arrow
Back One Page	Left Arrow	Left Arrow
First Page	Home	Home
Last page	End	End
Go to page...	Ctrl + Shift + N	Command + Shift + N

### Searching your PDF and contents

Find in document	Ctrl + F	Command + F
Search pane	Ctrl + Shift + F	Command + Shift + F
Next Result	Ctrl + G	Command + G
Previous Result	Ctrl + Shift + G	Command + Shift + G

### And finally...

PDF Properties	Ctrl + D	Command + D
Tile multiple documents vertically	Ctrl + Shift + L	Command + Shift + L
Toggle Reflow (where available)	Ctrl + 4	Command + 4
Print	Ctrl + P	Command + P
Add Bookmark	Ctrl + B	Command + B
Create PDF from Web Page	Ctrl + Shift + O	Command + Shift + O
Preferences	Ctrl + K	Command + K
Close current document	Ctrl + W	Command + W
Quit Acrobat	Ctrl + Q	Command + Q

## Credits

This session was developed by Taylor Kobey and Anna Zhang. Content for this workbook contributed by Patti D. Sokol and Keith Gilbert.