

# Chapter 1: Introduction to Acrobat

## What's new in Acrobat DC

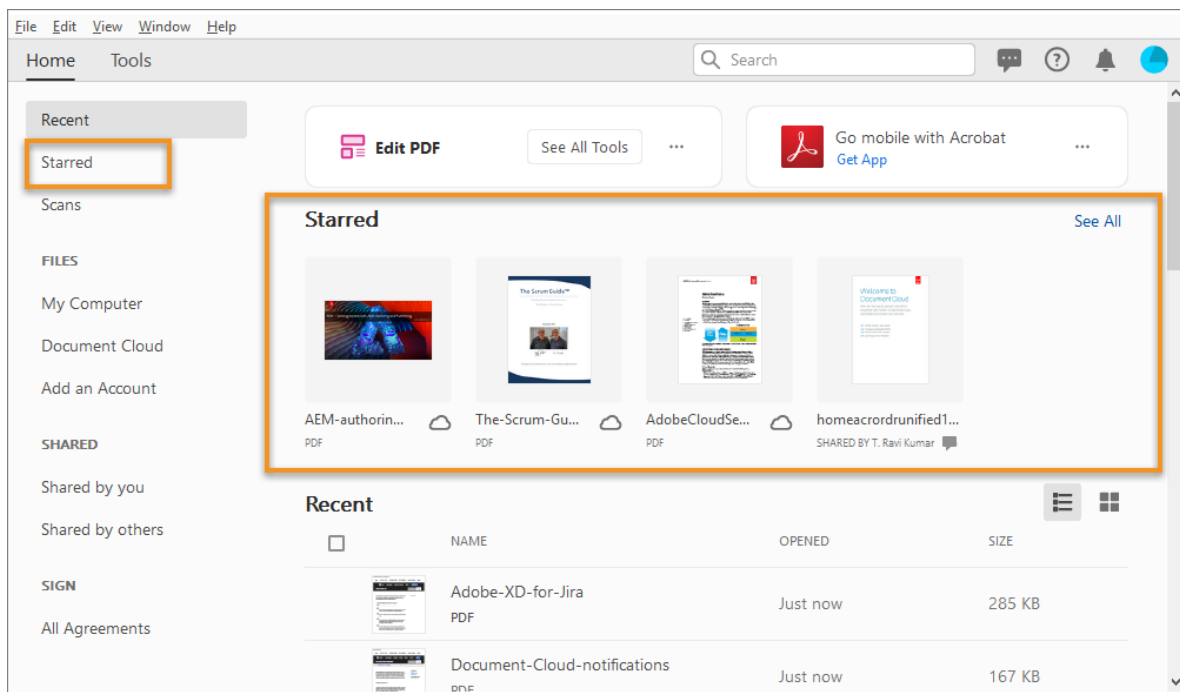


Acrobat DC with Adobe Document Cloud services is the complete PDF solution for working with your most important documents across desktop, web, and mobile devices. Get the latest Acrobat update – on the **Help** menu, click **Check for updates** and follow the onscreen instructions to complete the update process.

### Star your important files and access them across devices

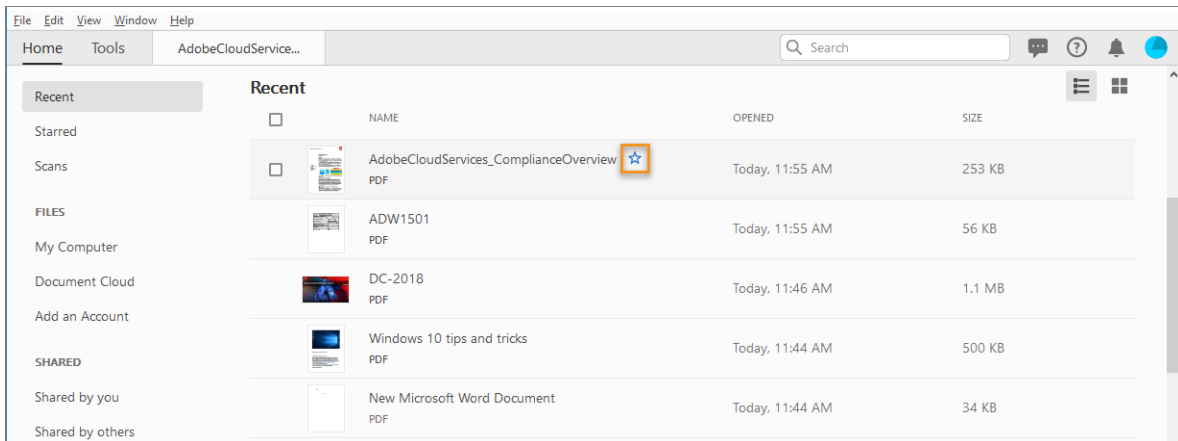
You can now star your important files in Acrobat to access them later from any device. You can star files from your local machine, in Document Cloud, or in any third-party storage. You cannot star files that you sent or received for signing.

On starring, local files are automatically copied to Document Cloud. Third-party storage files are not copied to the cloud. You can find all your starred files from the Starred tab in the Home view. A filled star icon in Recent indicates that the file is starred. When you unstar a file, the file is removed from the Starred tab but is retained in the cloud.

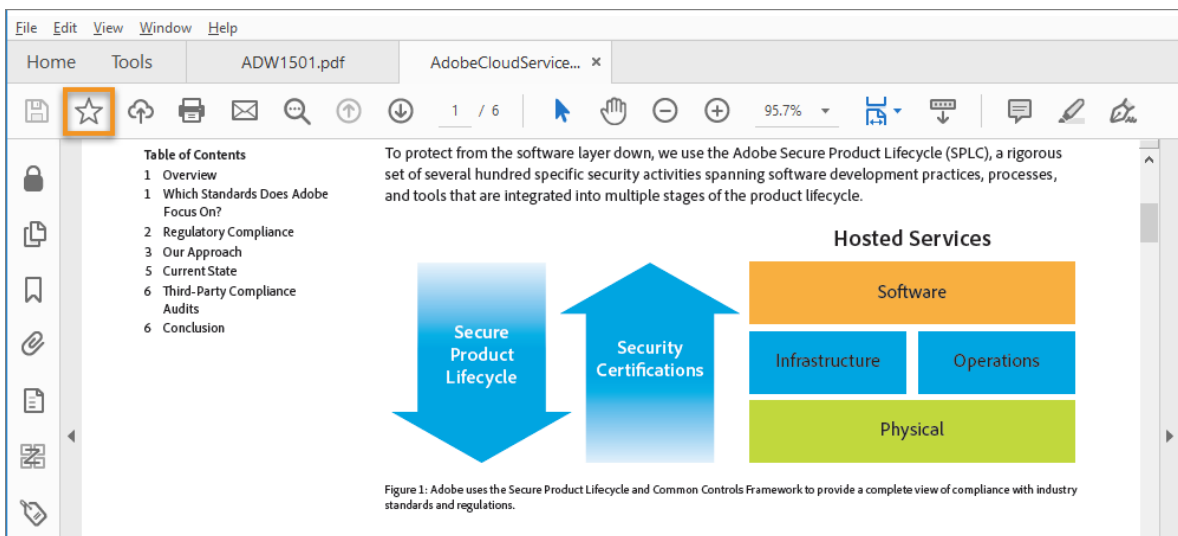


#### Star a file from Home or Viewer:

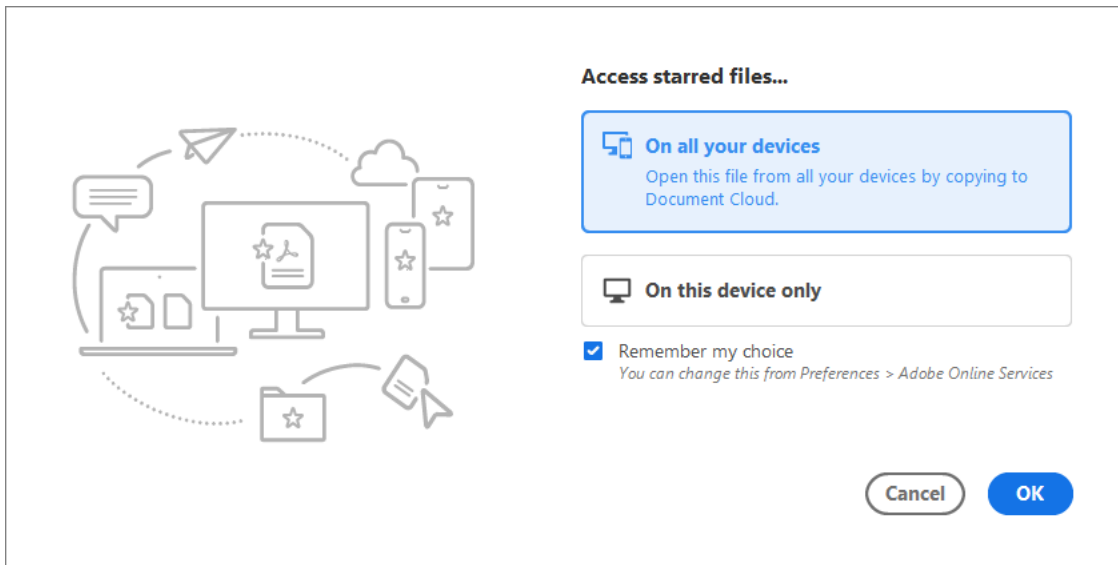
- In the Home view, hover the cursor on the PDF file, and click the Star icon next to the filename.



- Open the PDF file in Acrobat DC and click the Star icon in the toolbar.



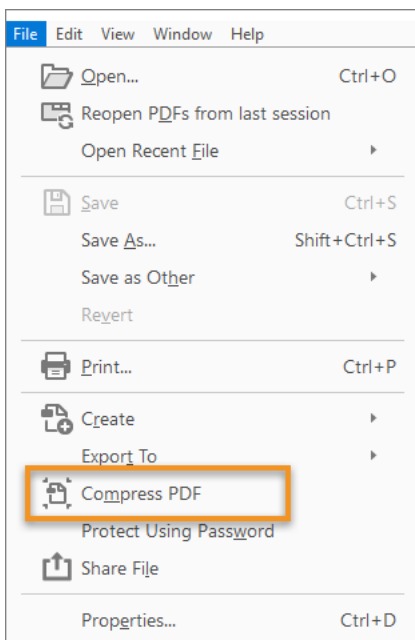
When you star a PDF file for the first time, you are prompted to select if you're going to access the starred files on all your devices or a particular device.



You can change your preference anytime by going to **Edit > Preferences > Adobe Online Services > Starred File Location**.

## Simplified 1-click compress PDF experience

Now you have a single-click option to generate an optimized version of a PDF file directly from the File menu in Acrobat. After you have edited a PDF document, compress the size of the file by choosing **File > Compress PDF** or **Reduce File Size**.



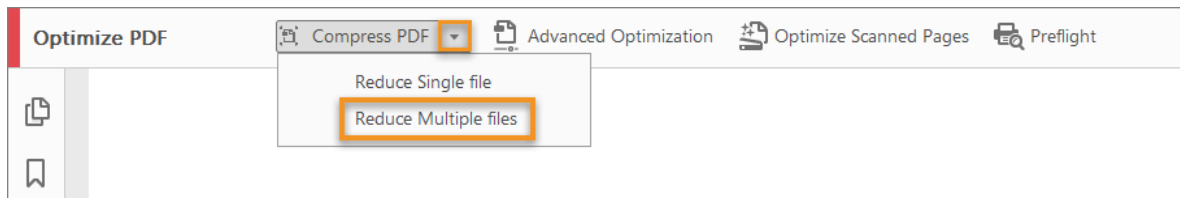
### Note:

Adobe is testing the simplified 1-click experience with two different names - **Compress PDF** or **Reduce File Size**. Therefore, after updating to the latest release, you see either the **Compress PDF** option or the **Reduce File Size** option. From the functionality perspective, both the options are the same.

For more information, see [Optimize a PDF](#).

## Compress multiple PDFs at once

You can now reduce the file size of a single file as well as multiple files from the Optimize PDF toolbar (**Tools > Optimize PDF**).



### Note:

Adobe is testing the reduce file size experience in the Optimize PDF toolbar under two different names - **Compress PDF** or **Reduce File Size**. Therefore, after updating to the latest release, you see either the Compress PDF option or the Reduce File Size option. From the functionality perspective, both the options are the same.

### Note:

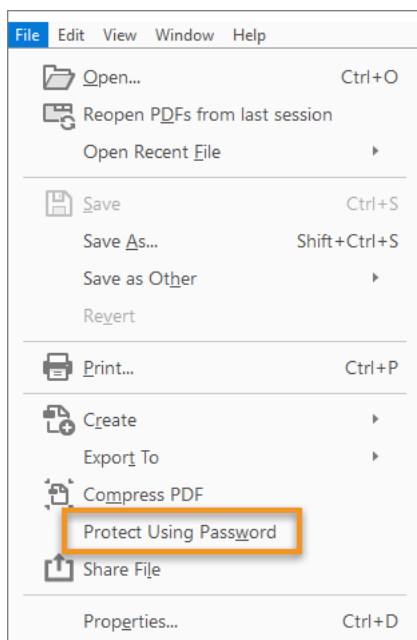
Adobe is testing the compress or reduce multiple PDF files experience. Therefore, the new experience may not be available to all Acrobat DC users.

For more information, see [Optimize a PDF](#).

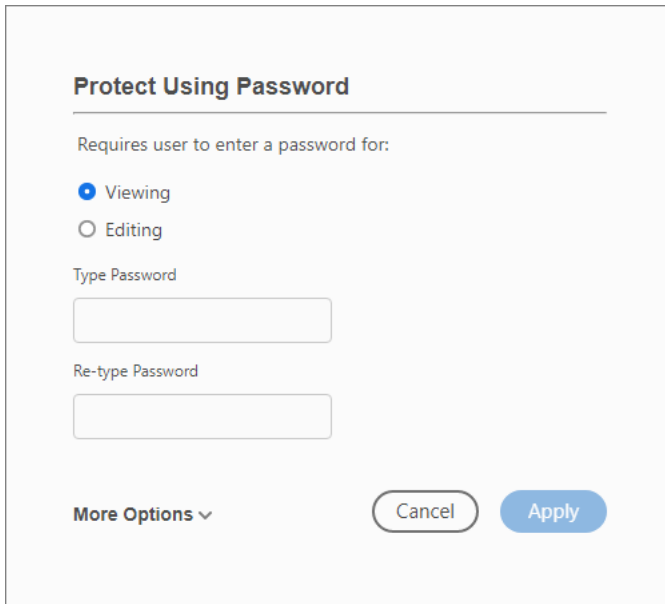
## Simplified protect PDF experience

You can now protect your PDFs on a single click using the new Protect Using Password option in the File menu. The new experience is modern and straightforward. You specify and confirm a password, and then decide whether the password will restrict viewing or editing.

In the File menu, choose **Protect Using Password**.



In the Protect Using Password dialog box, choose whether you want to set a password for **Viewing** or **Editing** the PDF. Enter the password and click **Apply**.

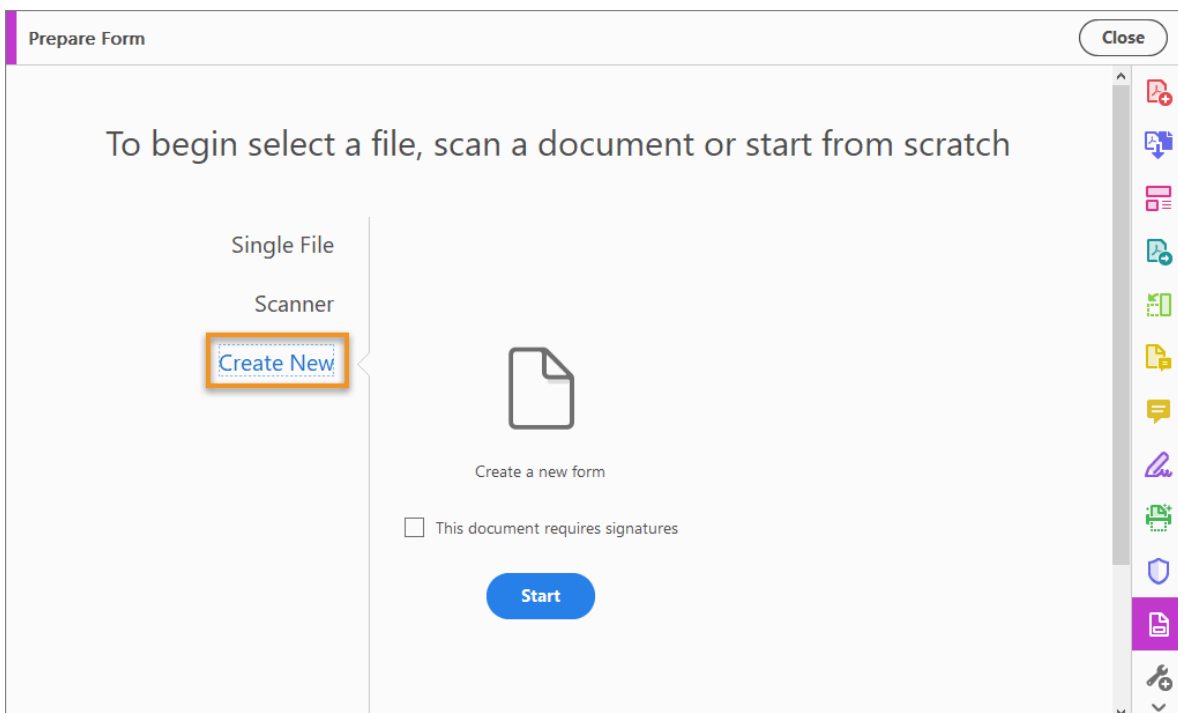


The "Protect Using Password" dialog box is shown. It has a title bar "Protect Using Password". Below the title bar, it says "Requires user to enter a password for:". There are two radio buttons: "Viewing" (selected) and "Editing". Below these are two text input fields labeled "Type Password" and "Re-type Password". At the bottom left is a "More Options" dropdown menu. At the bottom right are "Cancel" and "Apply" buttons.

For more information, see [Securing PDFs with passwords](#).

## Create a form from scratch

Acrobat now provides an option to create a form from scratch by using a blank page. Go to **Tools > Prepare Form**, and then choose **Create New** and click **Start**.



The "Prepare Form" dialog box is shown. It has a title bar "Prepare Form" and a "Close" button. The main text says "To begin select a file, scan a document or start from scratch". On the left, there are three options: "Single File", "Scanner", and "Create New" (which is highlighted with an orange box). In the center, there is a document icon and the text "Create a new form". Below this is a checkbox labeled "This document requires signatures". At the bottom is a blue "Start" button. On the right side, there is a vertical toolbar with various icons.

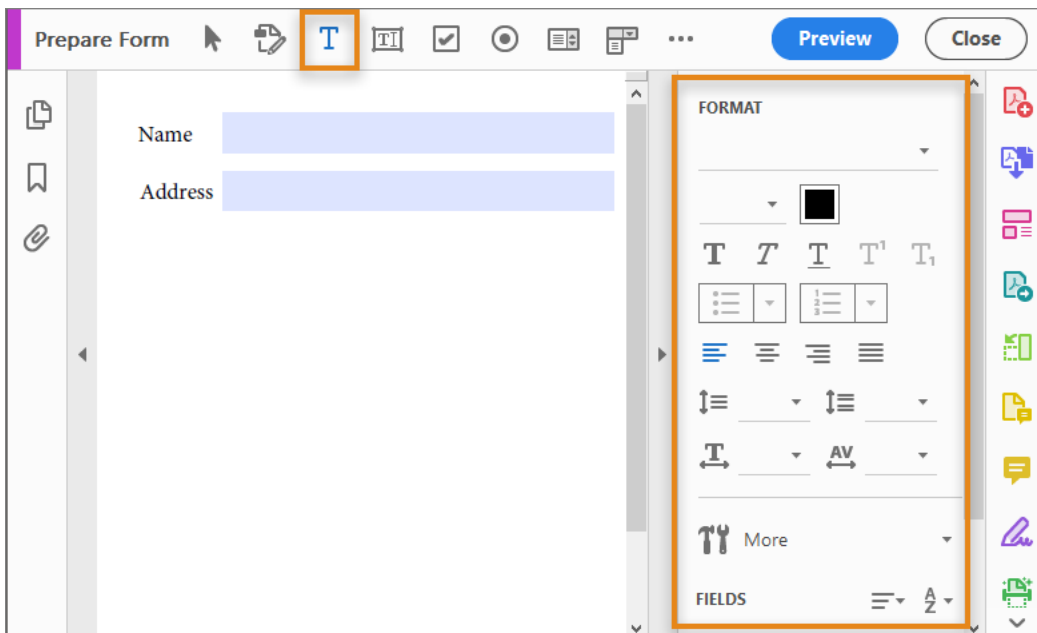
For more information, see [Create a form from scratch in Acrobat](#).

## Unified edit text and form fields experience

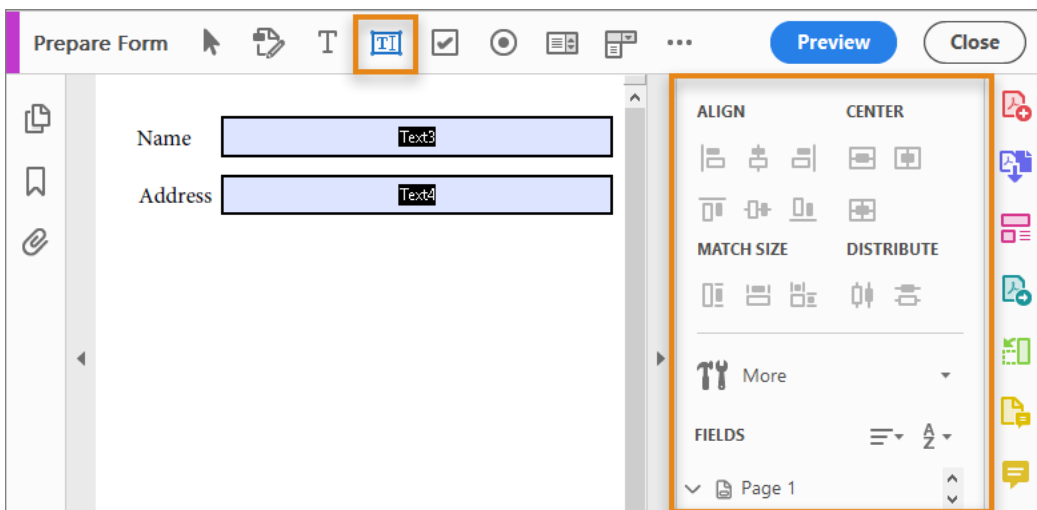
Acrobat forms now have new tools – **Edit** and **Add Text**. Use the **Add Text** tools to add labels or captions to your form fields. Use the **Edit** tool to edit text, images, or form fields from within the Prepare Form tool (**Tools > Prepare Form**).



The right pane displays options related to the selected tool. For example, if you click any text, the tool switches to text editing mode, and the right pane shows the text editing options. If you click a form field, the tool switches to form authoring mode, and the right pane displays the field-related options.



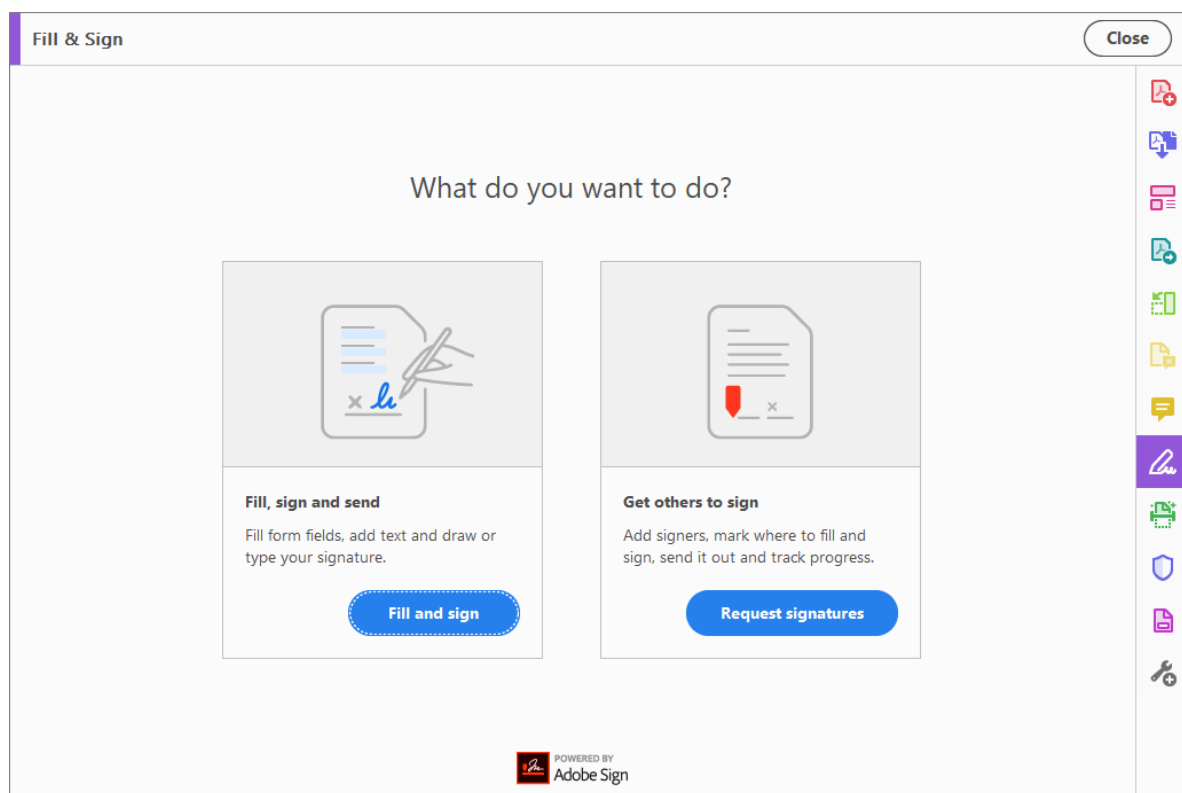
Right pane options when Add Text tool is selected



Right pane options when Add Text Field tool is selected

## New simplified Fill & Sign interface

The new visual and descriptive Fill & Sign interface makes it easy for you to decide what you want to do – **Fill and Sign** or **Request for Signatures**.



## Color customization of Fill & Sign tools

You can now choose your desired color to fill the PDF form and sign it using the Fill and Sign tool in Acrobat. To change the color, click the Color button in the Fill & Sign toolbar.

The screenshot shows the Adobe Acrobat 'Fill & Sign' toolbar. A color selection menu is open, displaying a grid of color swatches. The blue swatch is selected, indicated by a checkmark. Below the grid, there is a checkbox labeled 'Retain original color for signatures' which is currently unchecked. The background shows a form titled 'Form X-5 Employee x' with various fields for personal and employment information. The signature 'John Doe' is visible in the 'Employee's signature' field.

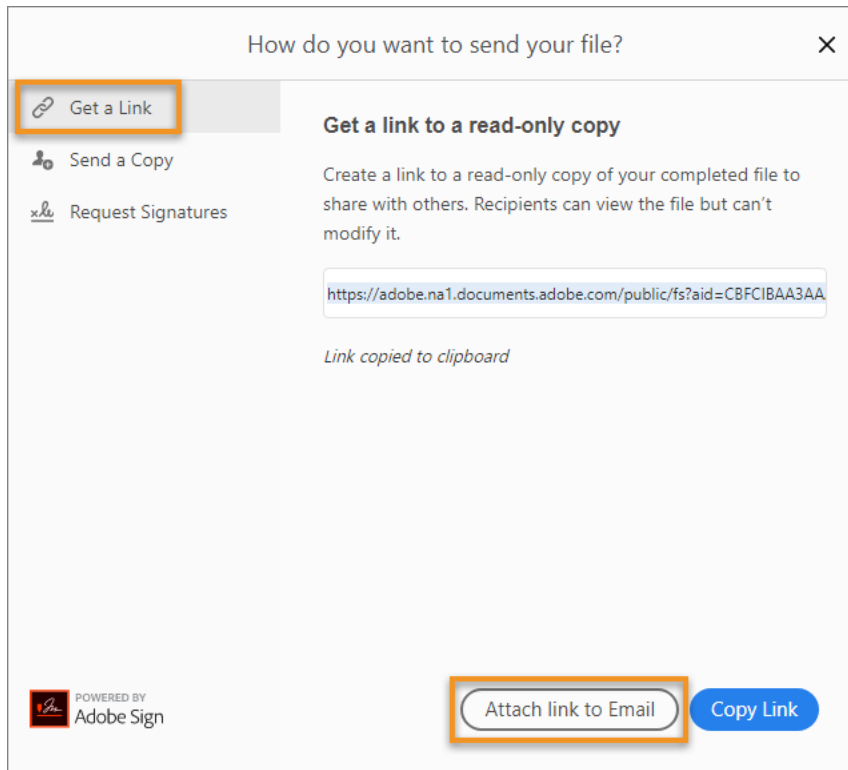
By default, the signature's color is black. To retain the default color, deselect the **Retain Original Color For Signatures** checkbox.

For more information, see [Fill out your PDF form](#).

## Attach a link of your filled form to an email and share

You can now directly attach a link of your filled and signed form to your email and send it to the recipients.





For more information, see [Send your form](#).

## Easily create forms that require multiple signers

When you send documents for signature from Acrobat through Adobe Sign, you need to place form fields on the document and mark where signers need to fill in data and sign. In the previous release, we introduced a simple experience for placing these form fields for a single signer. In this release, we are extending the simple experience with the capability of assigning fields to multiple signers.

When you select a signer from the right pane and add fields in the form, the fields are assigned to the signer. That means those fields will be available to the signer for filling the information and signing the form.

Adobe Sign

Add signers      Specify where to fill and sign      Send and track progress      Close

|   |  |  |                                    |
|---|--|--|------------------------------------|
| Form <b>X-5</b><br>Department of Human Resource                     | <b>Employee xxxxx Certificate</b><br>Some descriptions of this form. Some descriptions of this form. Some descriptions of this form. |  | <b>2018</b>                        |
| Type or print your first name and middle initial.                   | Last name  | Social Security Number   |                                    |
| Home address (number and street or rural route)                     |  | Single <input checked="" type="checkbox"/> Married <input type="checkbox"/>  | Please see the comments somewhere. |
| City or town, state, and ZIP code                                   |  | If your last name differs from that shown on your social security card, check here <input checked="" type="checkbox"/> |                                    |
| Total number of allowances you are claiming                         |  |  |                                    |
| Additional amount, if any, you want to withheld from each pay check |  |  |                                    |
| If you meet some conditions write Exempt here                       |  |  |                                    |
| Employee's signature  |  |  |                                    |
| Employer's name and address   |  | Date   | Office code                        |

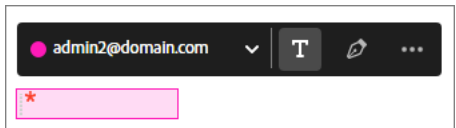
Select a recipient to assign field

- Signer admin1@domain.com
- Signer admin2@domain.com
- Signer admin3@domain.com

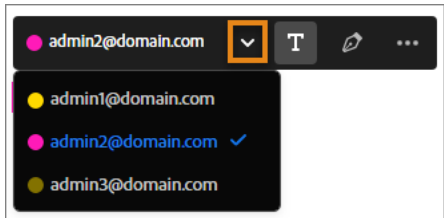
Send

Switch to Advanced Mode

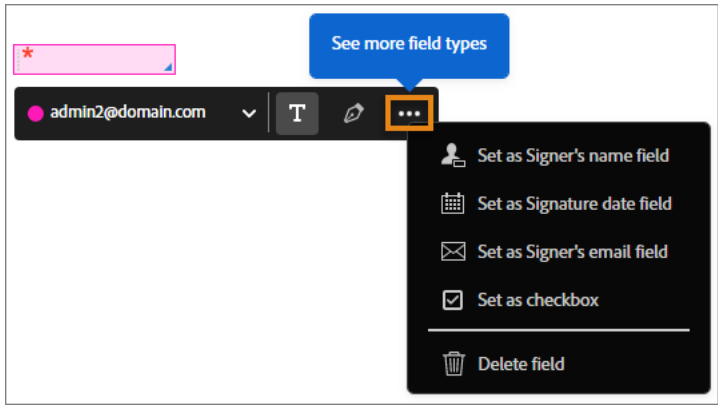
You can switch the assignee of any field using the floating toolbar. The assigned colors to the signers make it easy to distinguish the fields for respective signers.



Floating toolbar



Choose signer

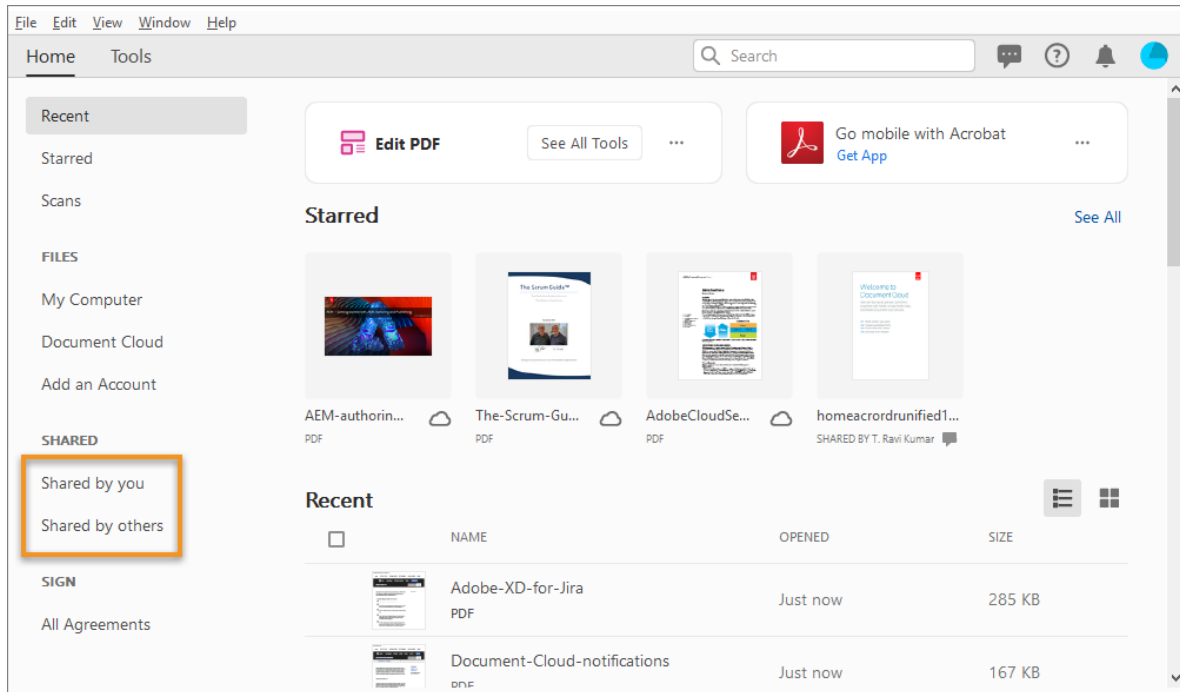


Choose the field type

For more information, see [Send documents for signature](#).

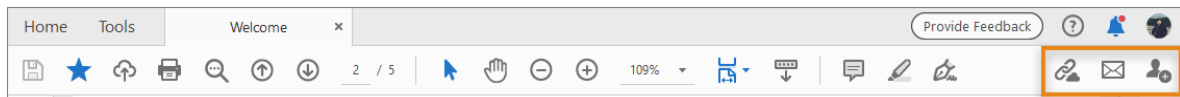
## Unified view and review experience in Home view

The viewing tab and the review tab on the left rail of Acrobat Home are now replaced with **Shared by you** and **Shared by others**, providing a unified share experience. The **Shared by you** tab lists the files that you shared with others for viewing or review, and the **Shared by others** tab lists the files shared with you by others for viewing or review.



## Simplified 1-click access to share files

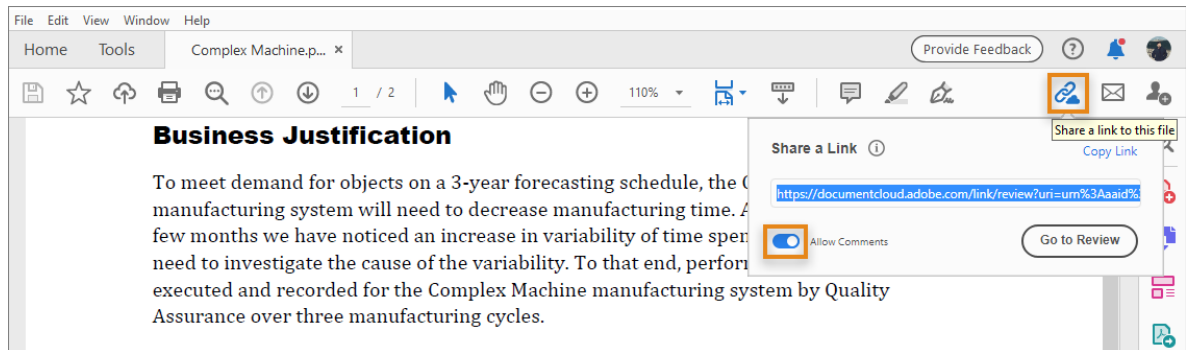
Sharing files is now simpler than before. Now, the three separate icons in the upper-right corner of the toolbar represent **Share a link**, **Send by email**, and **Invite people** to your PDF file. You can use these tools to share a link to your file with others, send a PDF by email, or invite people to view or review your shared files.



- **Share a link to the file**

- 1 Open the PDF in Acrobat, and click the **Share a link** icon. The shared link is generated instantly; you don't have to wait for the file to be uploaded to the cloud.

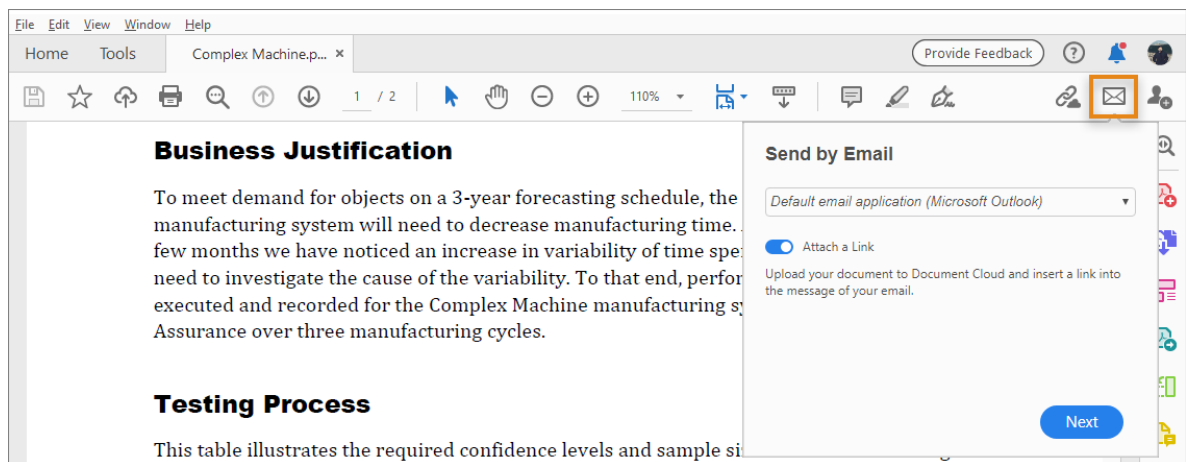
If you want to share the file for review, turn on the **Allow Comments** switch. If you want to share the file only for viewing, turn off the **Allow Comments** switch.



2 Click **Copy Link** and share the link with the recipients.

- **Send by email**

1 Open the PDF in Acrobat, and click the **Send by Email** icon.



2 In the Send by Email dialog, do one of the following:

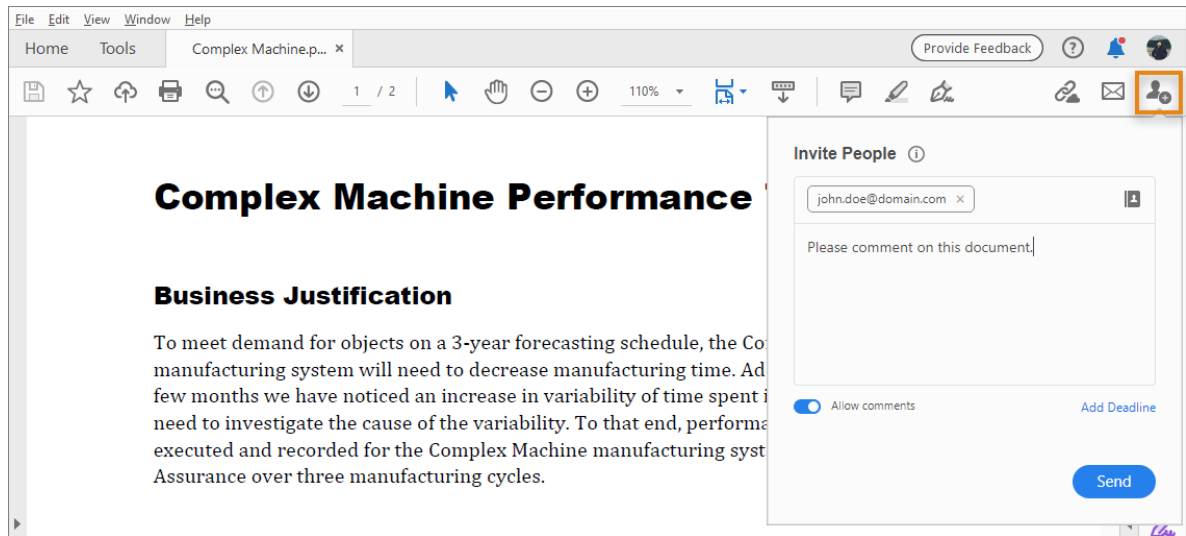
- Choose Outlook if it is your default email application.
- Select **Webmail** in the drop-down list and then select **Add Gmail**. Enter your email address and click **OK**. Enter the password when prompted.
- Select **Add Other** email address you use. Enter the email address, password, IMAP, SMTP settings in the Add Webmail Account dialog and click **Add**.

The **Attach a Link** switch is turned on by default; a shared view-only link to the PDF will be added in the email body. If you want to attach the PDF instead of the link, click the switch to turn it off.

3 Click **Next**. Enter the recipient's email address and send it.

- **Invite people for viewing or commenting**

1 Open the PDF in Acrobat, and click the **Invite People** icon.



- 2 Enter the email addresses of the recipients or choose from the Address Book. The **Allow Comments** switch is turned on by default. If you want to share the file only for viewing, click the switch to turn it off.
- 3 (Optional) Enter a message to the recipients.
- 4 (Optional) Add Deadline and Reminder for the recipients if necessary. Select the date and time, and click **Done**.
- 5 Click **Send**. The link is sent to the recipients instantly; you don't have to wait for the file to be uploaded to the cloud.

**Note:**

Adobe is testing the new PDF sharing experience in Acrobat DC. Therefore, the new experience may not be available to all Acrobat DC users.

For more information, see Share and track PDFs online ([New experience](#) | [Old experience](#)).

## Multi-file sharing option discontinued

The option to share multiple files is discontinued from all the sharing workflows in Desktop:

- If you select multiple files in Home > Files or Recent Files, the Share option is not available.
- If you select a file and start the Share workflow, the Add Files option is not available in the Share dialog box.
- If you start the Share workflow without selecting a file, the Add File option allows you to select only one file.

All multi-file sharing initiated before this change will continue to work fine.

## Start a review using @mention in personal commenting

You can now use **@mention** in your personal commenting notes to start a review. The moment you use @mention in a PDF file, the review mode gets enabled for you. The added reviewers get an invitation email with a link to the Document Cloud shared review file.

**Autocomplete suggestions in @mention:** The @mentions is now enhanced to include your organizational contacts and your synced personal contacts list. A review initiator can add new reviewers using @mentions.[Link](#)

## Support for macOS 10.15 Catalina

Acrobat DC, Acrobat 2017, and Acrobat 2015 are compatible with the new macOS 10.15 Catalina. For information about major changes in user experience and known issues, see [Acrobat and macOS 10.15 Catalina](#).

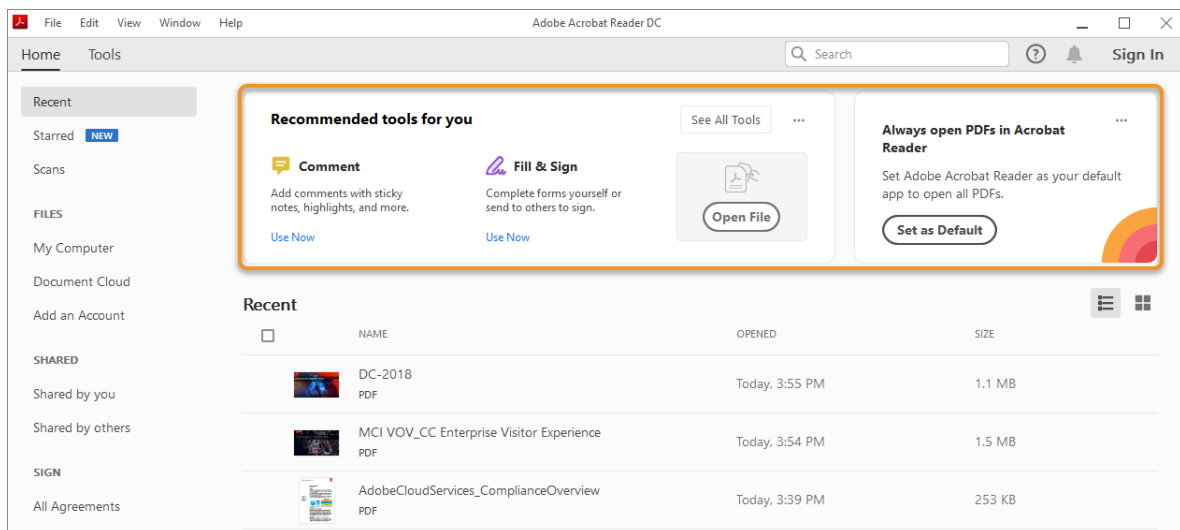
## Acrobat and OneDrive business integration update

[Microsoft will decommission Office 365 discovery API on November 1, 2019](#). Acrobat or Reader and OneDrive business integration uses Office 365 discovery API. The decommissioning of the Office 365 discovery API will break the integration. To fix this problem, update your Acrobat or Reader to the latest release – on the **Help** menu, click **Check for updates** and follow the onscreen instructions to complete the update process.

## New in-app onboarding experience for Acrobat Reader DC

Acrobat Reader now shows a progressive, multi-state home screen that helps you:

- Get set up for success by claiming PDF ownership and downloading related mobile apps.
- Sign in to provide access to free Document Cloud services.
- Discover top tools like Comments, Fill & Sign, Edit PDF, Export PDF, and more.
- Transition from Acrobat Reader to Acrobat if you're an active Acrobat subscriber.



## Other enhancements

### Improved dark mode experience

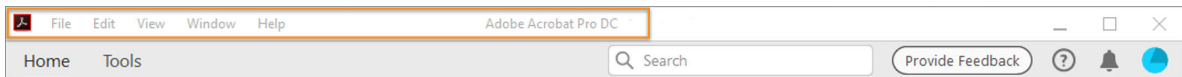
The following user interface (UI) elements, used to appear in gray in the dark mode, now appear in dark theme like other parts of the UI - system menu bar, comments pane, and scroll bar.

## New system theme in Acrobat

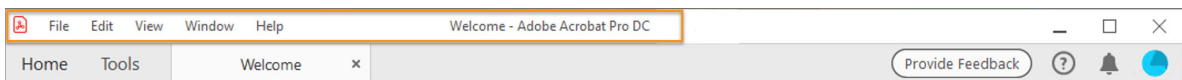
In addition to Light Gray and Dark Gray, you can now choose the **System Theme** in Acrobat. When you choose the system theme, Acrobat changes the UI as per the Operating System (OS) theme. If the OS theme is changed while Acrobat is running, the Acrobat's theme also gets updated. To choose the theme, go to **View > Display Theme > System Theme**.

## Merged title bar and menu bar

To give Acrobat a modern look, the title bar and the menu bar are merged together. It also gives more space for the document area.



The merged bar showing menus and title when no document is opened



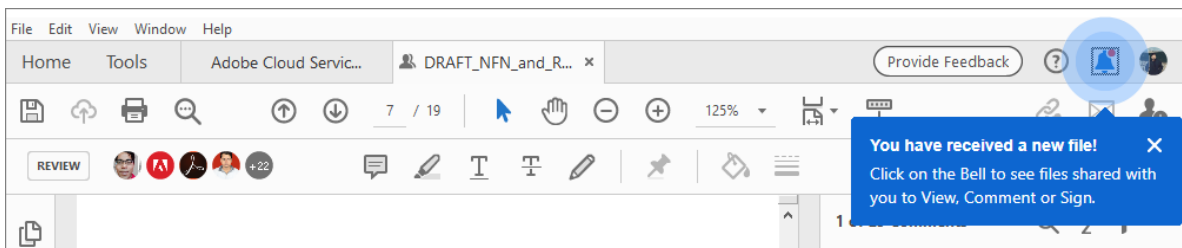
The merged bar showing menus and title when a document is opened

### Note:

Adobe is testing this new experience in Acrobat DC. Therefore, the new experience may not be available to all Acrobat DC users.

## To do cards removed from the Home view

The To-do cards are removed from the Home view. You can still access your to-do tasks from the notifications menu at the upper-right corner of the application window. You see a notification prompt when you receive a document that requires you to take action, such as view, review, or sign.



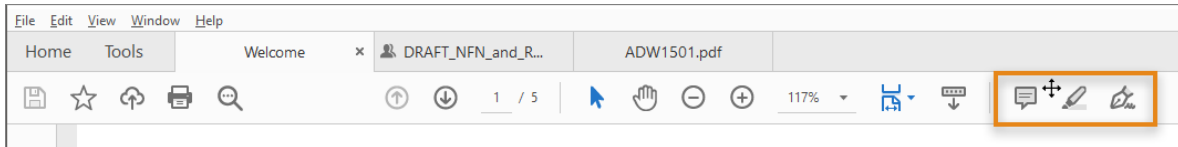
## Clear all recent files when a user signs out

When you sign out from Acrobat DC, the recent files list is cleared.

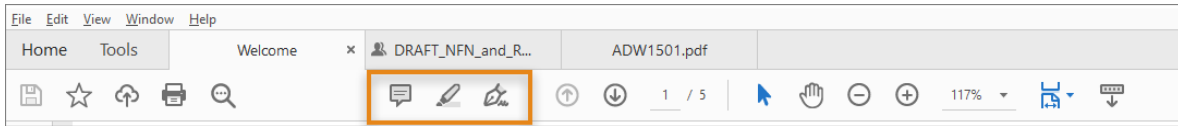
## Easily adjust the position of quick tools cluster

The quick tools cluster in the toolbar can now be dragged and dropped to adjust its position in the toolbar. Hover the mouse over the tools cluster to display the drag (four-way) arrow. Click and drag to reposition the quick tools cluster towards the left of the toolbar. The position of the quick tools cluster is retained across sessions.

## Introduction to Acrobat



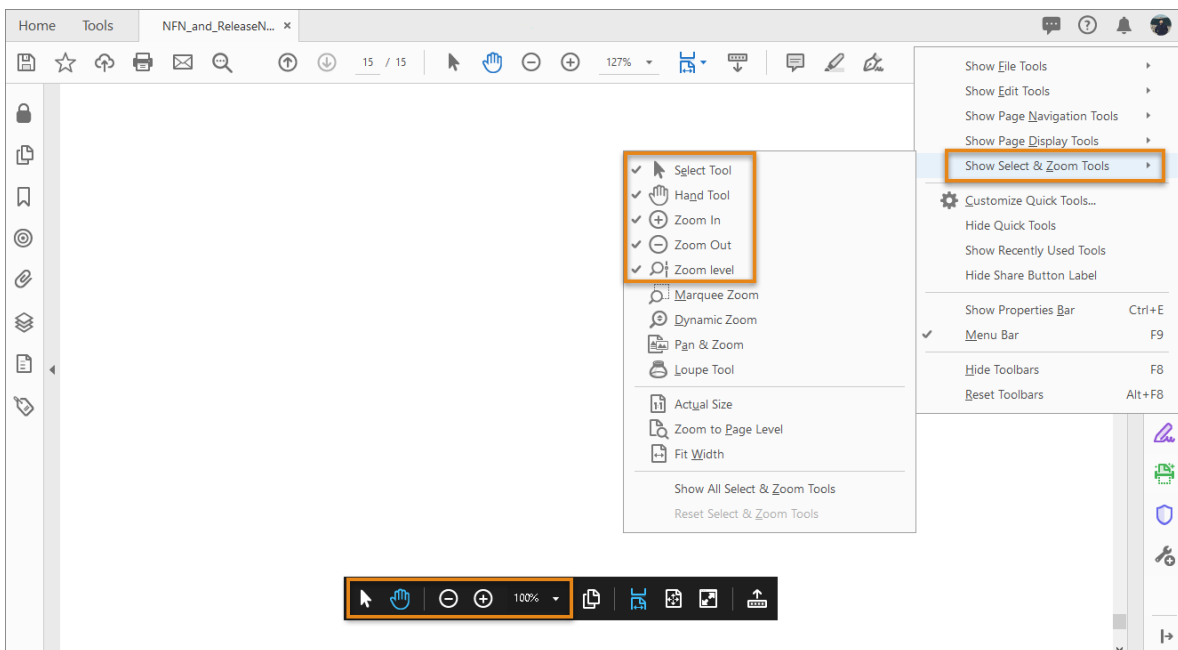
Quick tools cluster at the right end in the toolbar



Quick toolbar dragged to the left in the toolbar

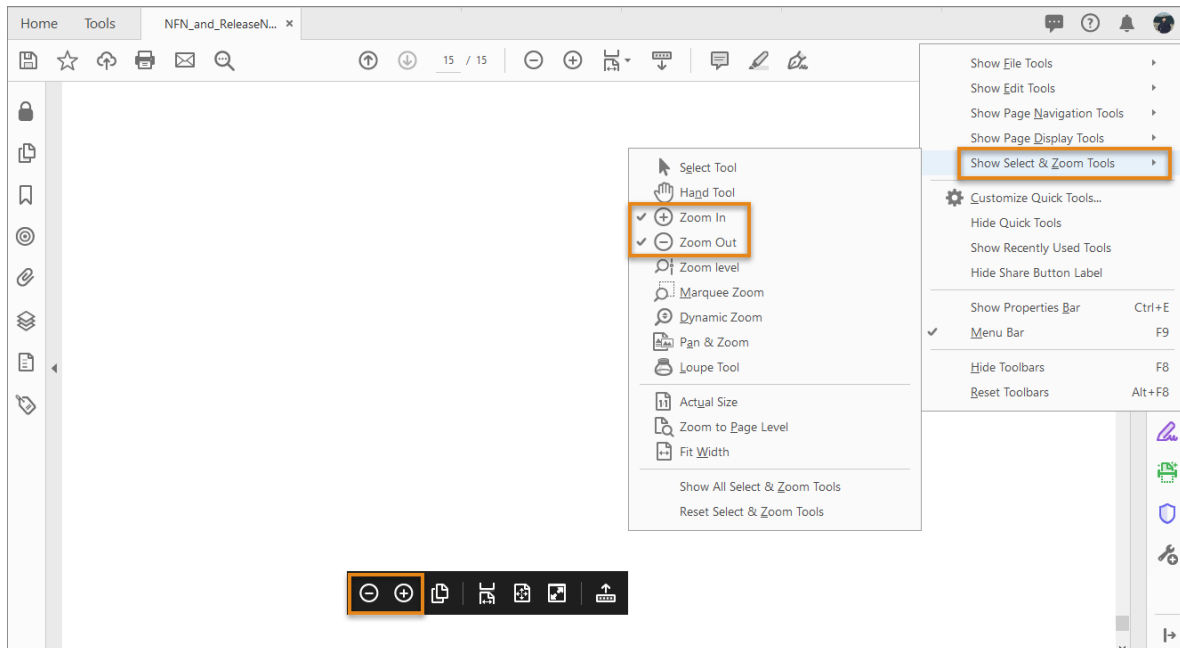
## Hide heads-up-display (HUD) tools from the toolbar

The heads-up-display (HUD) tools like Select Tool, Hand Tool, Zoom In, Zoom Out, and Zoom Level are now available in the **Show Select & Zoom** tools. You can remove the HUD tools from the quick toolbar. If you remove all the tools, the HUD button is removed from the toolbar.



HUD displays all the five tools selected in the Select & Zoom tool





HUD displays the two tools selected in the Select & Zoom tools

## View PDFs under review in the full-screen mode

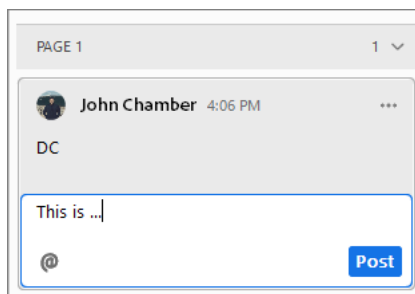
You can now open the review PDF files in the full-screen mode in Acrobat. The full-screen mode hides distractions on your desktop and allows you to focus on content and comments. To switch to the full-screen mode, use the keyboard shortcut **Ctrl + L**.

## Copy partial text of comments in a review document

It is now possible to partially select and copy the text of a comment in the review and commenting workflows. To copy the comment text, click the comment and select the text, and then right-click and copy text.

## Improved comment box

The reply box in the comments pane is now enlarged to include the Post button and @mention icon.



Have a question about new features? [Chat with us one-on-one on Facebook](#) .

## Create PDFs with Acrobat

There are various ways to create a PDF file using Acrobat. Generate a PDF quickly by using menu commands, dragging-and-dropping files onto the Acrobat application icon, or converting clipboard data.

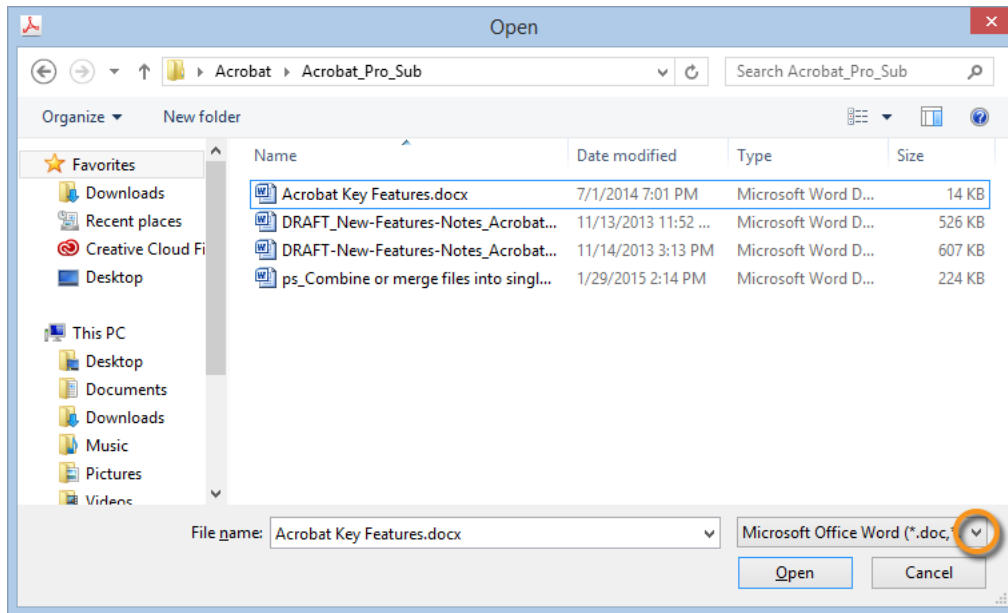


Quickly convert Word/PPT/JPG to PDF online.

[Try now for free](#)

### Convert a file to PDF using Acrobat menu commands

- 1 On the Acrobat File menu, choose **Create > PDF From File**.
- 2 In the Open dialog box, select the file that you want to convert. You can browse all file types or select a specific type from the **Files Of Type** drop-down menu.



Acrobat shows all Microsoft Word documents in the selected folder.

- 3 Optionally, click **Settings** to change the conversion options if you're converting an image file to PDF. The options available vary depending on the file type.

**Note:** The **Settings** button is unavailable if you choose **All Files** as the file type or if no conversion settings are available for the selected file type. (For example, the Settings button is unavailable for Microsoft Word and Microsoft Excel files.)

- 4 Click **Open** to convert the file to a PDF.

Depending on the type of file being converted, the authoring application opens automatically, or a progress dialog box appears. If the file is in an unsupported format, a message appears, telling you that the file cannot be converted to PDF.

- 5 When the new PDF opens, choose **File > Save** or **File > Save As**, and then select a name and location for the PDF.

**Note:** When naming a PDF that's intended for electronic distribution, limit the filename to eight characters (with no spaces) and include the .pdf extension. This action ensures that email programs or network servers don't truncate the filename and that the PDF opens as expected.

## Drag-and-drop to create PDFs

This method is best for small, simple files, such as small image files and plain text files, when the balance between file size and output quality is not important. You can use this technique with many other types of files, but you cannot adjust any conversion settings during the process.

- 1 Select the icons of one or more files in the Windows Explorer or Mac OS Finder.
- 2 Drag the file icons onto the Acrobat application icon. Or (Windows only) drag the files into the open Acrobat window.

If a message appears saying that the file could not be opened in Acrobat, then that file type cannot be converted to PDF by the drag-and-drop method. Use one of the other conversion methods for that file.

**Note:** You can also convert PostScript and EPS files to PDF by dragging them onto the Acrobat window or the Acrobat application icon.

**3** Save the PDF.

**Note:** (Windows only) You can also right-click a file in **Windows Explorer** and select **Convert to Adobe PDF**.

## Convert clipboard content to PDF

You can create PDFs from text and images that you copy from applications on **Mac OS** or **Windows**.

**1** Capture content in the Clipboard:

- Use the copy command in the applications.
- Press the **PrintScreen** key (Windows).
- Use the Grab utility (**Applications > Utilities > Grab**), and choose **Edit > Copy** to place the content on the clipboard. (**Mac OS**)
- In a PDF file, you can select objects using the Edit Object tool (**Tools > Print Production > Edit Object**), and then copy the selected objects.

**2** In Acrobat, choose **File > Create > PDF from Clipboard**. Or Choose **Tools > Create PDF > Clipboard > Create**.

**Note:** The PDF from Clipboard command appears only when content is copied to the Clipboard. If the Clipboard is empty, the command is disabled.

## Create a blank PDF

You can create a blank PDF, rather than beginning with a file, a clipboard image, or scanning.

This process can be useful for creating a one-page PDF. For longer, more complex, or heavily formatted documents, it's better to create the source document in an application that offers more layout and formatting options, such as Adobe InDesign or **Microsoft Word**.

**1** In Adobe Acrobat, close all open documents.

**2** Choose **Tools > Create PDF > Blank Page > Create**.

A blank single-page PDF is created.

**Note:** To add a blank page to an existing PDF, open the PDF and then choose **Tools > Organize Pages > Insert > Blank Page**.

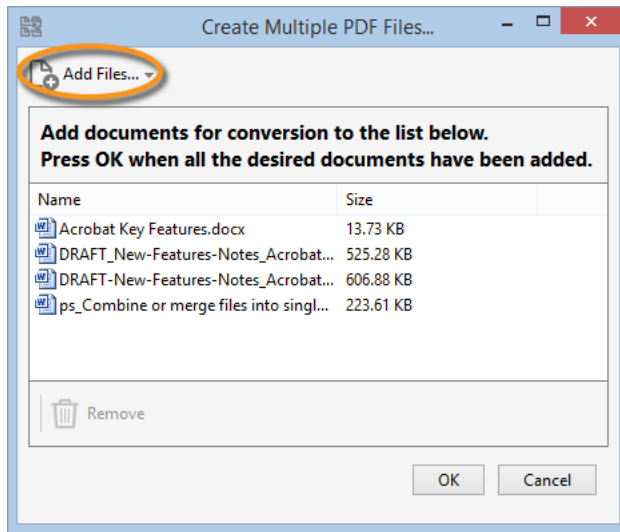
## Create multiple PDFs from multiple files (Acrobat Pro)

You can create multiple PDFs from multiple native files, including files of different supported formats, in one operation. This method is useful when you must convert a large number of files to PDF.

**Note:** When you use this method, Acrobat applies the most recently used conversion settings without offering you access to those settings. If you want to adjust the conversion settings, do so before using this method.

**1** Choose **File > Create > Create Multiple PDF Files**.

**2** Choose **Add Files > Add Files** or **Add Folders**, and then select the files or folder.



Click Add Files in the dialog box, then choose the files that you want to convert to PDF.

- 3 Click **OK**. The Output options dialog box appears.
- 4 In the **Output Options** dialog box, specify your target folder and filename preferences, and then click **OK**.

## Acrobat DC manual (PDF)

Find a PDF of articles to learn how to use Acrobat DC.

[Acrobat DC manual \(PDF\)](#)

## Rotate, move, delete, and renumber PDF pages

To manipulate pages in a PDF, make sure that you have permissions to edit the PDF. To check, choose File > Properties, and then click the Security tab. Permissions appear in the Document Restrictions Summary.



*This document provides instructions for Acrobat DC. If you're using Acrobat XI, see [Acrobat XI Help](#).*

### How to rotate pages in a PDF

You can rotate all or selected pages in a document. Rotation is based on 90° increments. You can rotate pages using the rotate tools in the **Page Thumbnails** pane or using the **Rotate** option (described below).

- 1 Open the PDF in Acrobat DC, and then choose **Tools > Organize Pages** or choose **Organize Pages** from the right pane.

The Organize Pages toolset is displayed in the secondary toolbar.



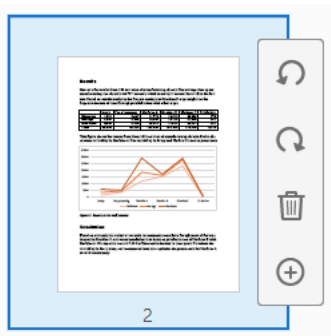
The Organize Pages toolset in the secondary toolbar.

- 2 In the secondary toolbar, specify the page range on which you want to apply the rotation.

You can choose **Even Pages**, **Odd Pages**, **Landscape Pages**, **Portrait Pages**, or **All Pages** to perform the operation on.

- 3 After specifying the page range, for Direction, select either counterclockwise 90 Degrees or clockwise 90 Degrees.

- 4 You can also apply the page rotation on a specific page by clicking the counterclockwise or clockwise rotation buttons displayed in the page thumbnail view.



Page rotation in the page thumbnail view.



To temporarily change your view of the page, choose **View > Rotate View > Clockwise or Counterclockwise**. The original page orientation is restored the next time you open the PDF.

## How to extract pages from a PDF

**Extraction** is the process of reusing selected pages of one PDF in a different PDF. Extracted pages contain not only the content but also all form fields, comments, and links associated with the original page content.

You can leave the extracted pages in the original document or remove them during the extraction process—comparable to the familiar processes of cutting-and-pasting or copying-and-pasting, but on the page level.

### Note:

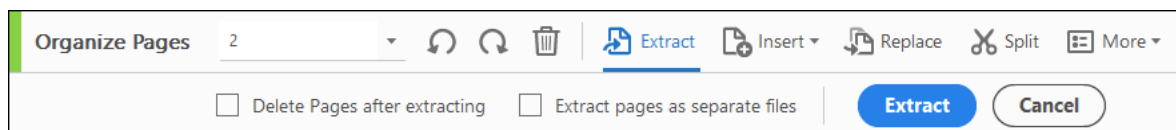
*Any bookmarks or article threading associated with pages are not extracted.*

- 1 Open the PDF in Acrobat DC, and then choose **Tools > Organize Pages** or choose **Organize Pages** from the right pane.

The Organize Pages toolset is displayed in the secondary toolbar.

- 2 In the secondary toolbar, click **Extract**.

A new toolbar appears below the secondary toolbar with the commands specific to the Extract operation.



Choose **Extract** from the new toolbar to pull one or more pages from the PDF file.

**3** Specify the range of pages to extract.

You can choose **Even Pages**, **Odd Pages**, **Landscape Pages**, **Portrait Pages**, or **All Pages**, or you can enter the page number you want to perform the operation on.

**4** In the new toolbar, do one or more of the following before you click **Extract**:

- To remove the extracted pages from the original document, select **Delete Pages After Extracting**.
- To create a single-page PDF for each extracted page, select **Extract Pages As Separate Files**.
- To leave the original pages in the document and create a single PDF that includes all of the extracted pages, leave both check boxes deselected.

The extracted pages are placed in a new document.

**Note:**

The creator of a PDF document can set the security to prevent the extraction of pages. To view the security settings for a document, choose **File > Properties**, and select the **Security** tab.

## How to split PDFs into multiple documents

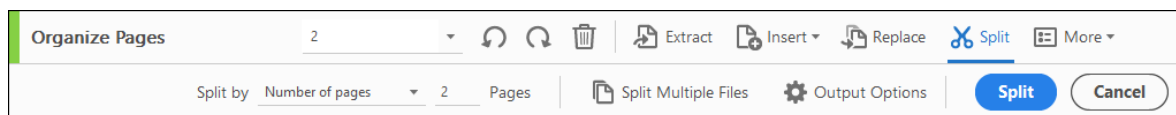
You can split one or more PDFs into multiple smaller PDFs. When splitting a PDF, you can specify the split by the maximum number of pages, maximum file size, or top-level bookmarks.

**1** Open the PDF in Acrobat DC, and then choose **Tools > Organize Pages** or choose **Organize Pages** from the right pane.

The Organize Pages toolset is displayed in the secondary toolbar.

**2** In the secondary toolbar, click **Split**.

A new toolbar appears below the secondary toolbar with the commands specific to the Split operation.



Choose **Split** in the secondary toolbar to see the document splitting options.

**3** In the **Split By** drop-down list, select the criteria for dividing the document:

**Number Of Pages** Specify the maximum number of pages for each document in the split.

**File Size** Specify the maximum file size for each document in the split.

**Top-level Bookmarks** If the document includes bookmarks, creates one document for every top-level bookmark.

**4** To specify a target folder for the split files and filename preferences, click **Output Options**. Specify the options as needed, and then click **OK**.

- 5 (Optional) To apply the same split to multiple documents, click **Split Multiple Files**. In the **Split Documents** dialog box, click **Add Files**, and choose **Add Files**, **Add Folders**, or **Add Open Files**. Select the files or folder, and then click **OK**.

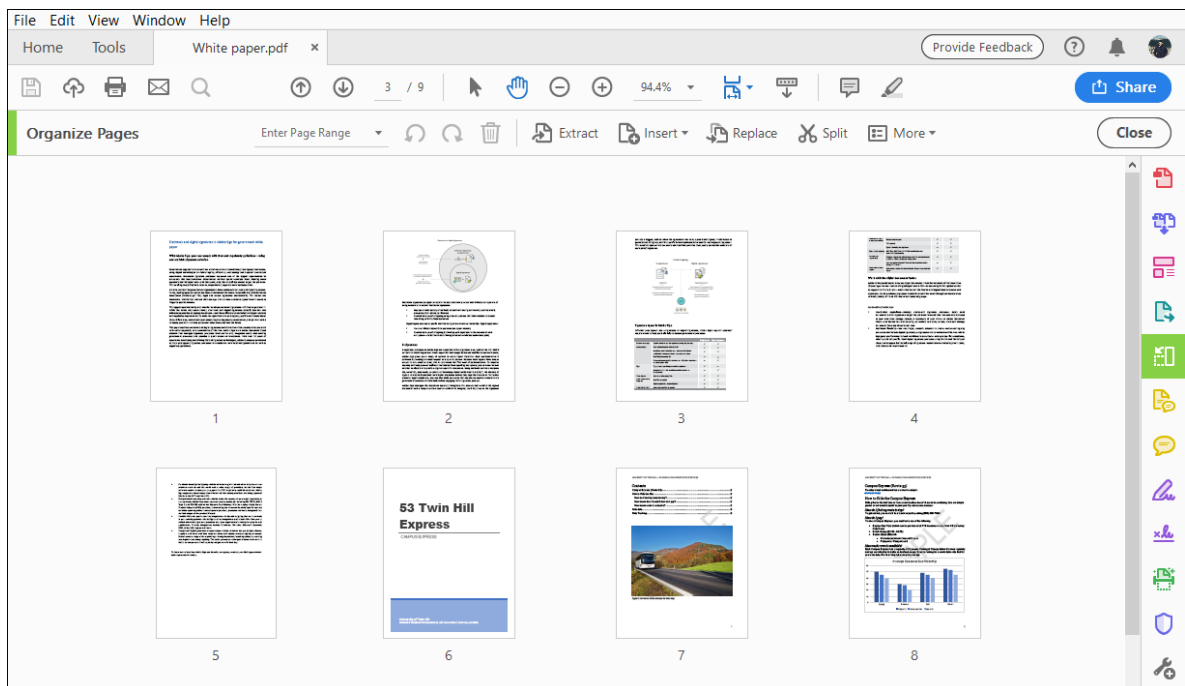
## How to move or copy pages in a PDF

You can use page thumbnails in the Navigation pane or the Document area to copy or move pages within a document and to copy pages between documents.

### Move or copy a page within a PDF, using page thumbnails

- 1 Open the PDF in Acrobat DC, and then choose **Tools > Organize Pages** or choose **Organize Pages** from the right pane.

The Organize Pages toolset is displayed in the secondary toolbar and the page thumbnails are displayed in the Document area.



*The Document area changes to display page thumbnails.*

- 2 Select one or more page thumbnails.
- 3 Do one of the following:
  - To move a page, drag the page number box of the corresponding page thumbnail or the page thumbnail itself to the new location. A bar appears to show the new position of the page thumbnail. The pages are renumbered.
  - To copy a page, Ctrl-drag the page thumbnail to a second location.



*To perform the above operations in the left navigation pane by clicking the Page Thumbnails button.*



## Copy a page between two PDFs, using page thumbnails

- 1 Open both PDFs, and display them side by side.

**Note:**

Choose **Window > Tile > Vertically** to display the PDFs side by side.

- 2 Open the **Page Thumbnails** panels for both PDFs.

**Note:**

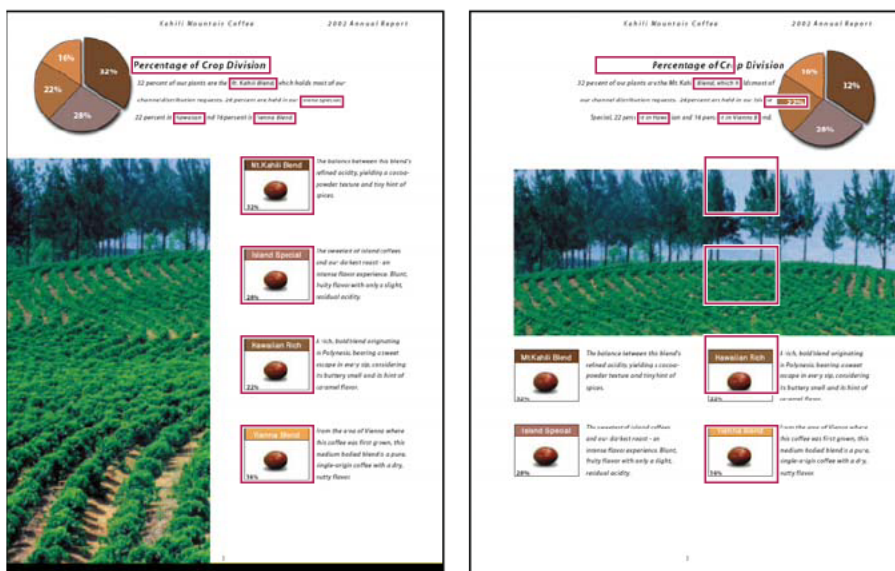
Click the **Page Thumbnails** button in the left navigation pane to open the **Page Thumbnail** panel.

- 3 Drag the page thumbnail into the **Page Thumbnails** panel of the target PDF. The page is copied into the document, and the pages are renumbered.

## How to delete or replace pages in a PDF

You can replace an entire PDF page with another PDF page. Only the text and images on the original page are replaced. Any interactive elements associated with the original page, such as links and bookmarks, are not affected. Likewise, bookmarks and links that may have been previously associated with the replacement page do not carry over. Comments, however, are carried over and are combined with any existing comments in the document.

After you delete or replace pages, it's a good idea to use the **Reduce File Size** command to rename and save the restructured document to the smallest possible file size.



A page before and after it is replaced. The page's bookmarks and links remain in the same locations.

## How to delete pages, using the Delete command

**Note:**

You cannot undo the **Delete** command.

- 1 Choose **Tools > Organize Pages** or choose **Organize Pages** from the right pane.

The **Organize Pages** toolset is displayed in the secondary toolbar, and the page thumbnails are displayed in the **Document** area.

- 2 Specify the range of pages to delete.

You can choose **Even Pages**, **Odd Pages**, **Large Pages**, **Portrait Pages**, or **All Pages**, or you can enter the page number(s) you want to delete.



- 3 In the secondary toolbar, click **Delete Pages**, and click **OK** to confirm.

You cannot delete all pages; at least one page must remain in the document.





*If you select **Use Logical Page Numbers** in the **Page Display** panel of the **Preferences** dialog box, you can enter a page number in parentheses to delete the logical equivalent of the page number. For example, if the first page in the document is numbered i, you can enter (1) in the **Enter Page Range** drop-down list, and the page is deleted.*

## How to delete pages, using page thumbnails

- 1 Choose **Tools > Organize Pages** or choose **Organize Pages** from the right pane.

The Organize Pages toolset is displayed in the secondary toolbar, and the page thumbnails are displayed in the Document area.

- 2 Select a page thumbnail you want to delete and click the  icon to delete the page.
- 3 Alternatively, click the **Page Thumbnails** button in the left navigation pane to open the **Page Thumbnail** panel, then select the page or group of pages you want to delete.
- 4 Click **Delete Pages**  at the top of the **Page Thumbnails** panel.

## How to replace the contents of a page in a PDF

- 1 Open the PDF that contains the pages you want to replace.
- 2 Choose **Tools > Organize Pages** or choose **Organize Pages** from the right pane.  
The Organize Pages toolset is displayed in the secondary toolbar.
- 3 In the secondary toolbar, click **Replace**.  
The Select Files With New Pages dialog box appears.
- 4 Select the document containing the replacement pages, and click **Open**.
- 5 Under **Original**, enter the pages to be replaced in the original document.
- 6 Under **Replacement**, enter the first page of the replacement page range. The last page is calculated based on the number of pages to be replaced in the original document.
- 7 Click **OK**.

## How to replace pages using a page thumbnail

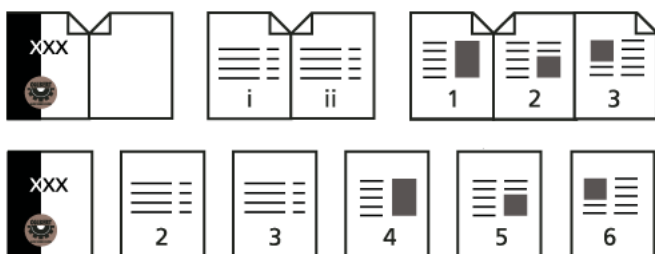
- 1 Open the PDF that contains the pages you want to replace, and then open the PDF that contains the replacement pages.
- 2 In the **Page Thumbnails** panel of the PDF that contains the replacement pages, select a page or group of pages:
  - Select the page number boxes of the page thumbnails that you want to use as replacement pages.
  - Shift-click to select multiple page thumbnails. Ctrl-click to add to the selection.
  - Drag a rectangle around a group of page thumbnails.

- 3 Ctrl+Alt+drag the selected page thumbnails onto the **Pages** panel of the target document. Release the mouse button when the pointer is directly over the page number box of the first page thumbnail you want to replace so that these pages become highlighted.

The pages you selected in the first document replace the same number of pages in the second document, starting at the page number you selected to drop the new pages on.

## How to renumber pages in a PDF

The page numbers on the document pages do not always match the page numbers that appear below the page thumbnails and in the **Page Navigation** toolbar. Pages are numbered with integers, starting with page 1 for the first page of the document. Because some PDFs may contain front matter, such as a copyright page and table of contents, their body pages may not follow the numbering shown in the **Page Navigation** toolbar.



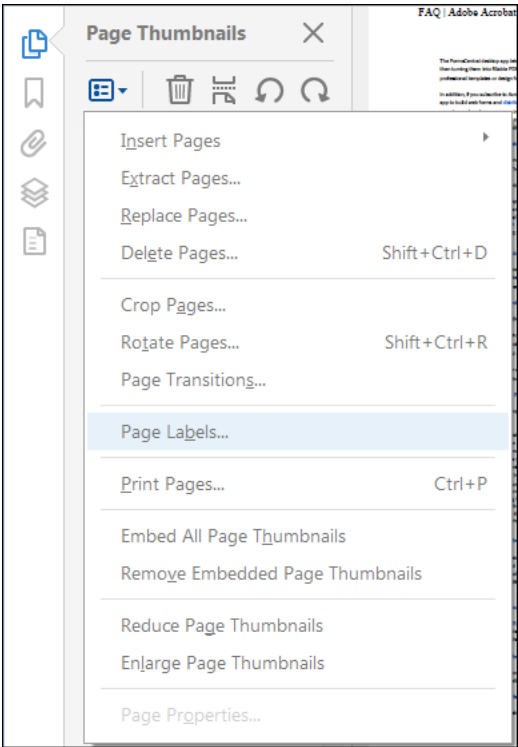
*Printed page numbering (top) compared to logical page numbering (bottom)*

You can number the pages in your document in a variety of ways. You can specify a different numbering style for group of pages, such as 1, 2, 3, or i, ii, iii, or a, b, c. You can also customize the numbering system by adding a prefix. For example, the numbering for chapter 1 could be 1-1, 1-2, 1-3, and so on, and for chapter 2, it could be 2-1, 2-2, 2-3, and so on.



*Using the **Number Pages** command affects only the page thumbnails on the **Pages** panel. You can physically add new page numbers to a PDF using the headers and footers feature.*

- 1 In the left navigation pane, click the **Page Thumbnails** button to open the Page Thumbnails panel.
- 2 Choose **Page Labels** from the **Options** menu.






The Number Labels command is in the Options menu of the Page Thumbnails panel.

- 3 Specify a page range. (**Selected** refers to pages selected in the **Page Thumbnails** panel.)
- 4 Select one of the following, and then click **OK**:
  - Begin New Section** Starts a new numbering sequence. Choose a style from the pop-up menu, and enter a starting page number for the section. Specify a **Prefix**, if desired.
  - Extend Numbering Used In Preceding Section To Selected Pages** Continues the numbering sequence from previous pages without interruption.

Have trouble organizing pages in a PDF? [Chat with us one-on-one on Facebook](#) .

## Edit text in PDFs

|  |   |  |  |  |  |
|--|---|--|--|--|--|
| <b>You are here</b> > Edit text in PDF | <a href="#">Edit images or objects in a PDF</a> | <a href="#">Edit scanned PDFs</a><br>Edit scanned PDFs |  <a href="#">Edit secured PDF</a> |  <a href="#">Edit XFA forms</a> |  <a href="#">Unable to edit PDF</a> |
|--|---|--|--|--|--|

This document explains how to add or replace text, correct typos, change fonts and typeface, adjust alignment, and resize text in a PDF using Acrobat DC. (If you are looking for information on how to edit images, objects, or scanned PDFs, click the appropriate link above.)

**Note:** This document provides instructions for Acrobat DC or 2017. If you're using Acrobat XI, see [Acrobat XI Help](#).

## Introduction to Acrobat

### Edit text in a PDF

The **Edit Text & Images** tool lets you replace, edit, or add text to a PDF. You can correct typos, change fonts and typeface size, adjust alignment, add superscripts or subscripts, and resize text or paragraphs.



Open a PDF in Acrobat, and then choose **Tools > Edit PDF > Edit**.

You edit a PDF one page at a time. For more extensive editing or to make global formatting changes across the entire document, edit the original document. If the original isn't available, you can save the PDF as a Microsoft Word document or PowerPoint presentation. Then edit, and re-create the PDF.

### Video tutorial: edit text and images in a PDF using Acrobat

Learn how to edit text and images in your PDF files with Acrobat on the desktop, and how to edit PDFs on mobile devices with an Acrobat Pro subscription.

### Format text in a PDF

When you edit text, the text in the page flows within its text box to accommodate the changes. Each text box is independent, and inserting text in one text box does not push down an adjacent text box or reflow to the next page.

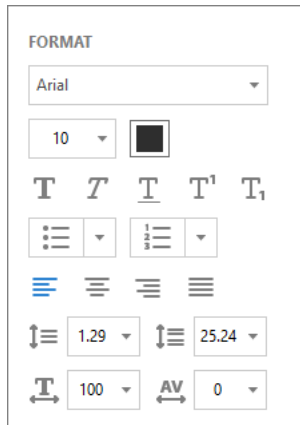
- 1 Choose **Tools > Edit PDF > Edit**.



Outlines identify the text and images you can edit.

- 2 Select the text you want to edit.
- 3 Edit the text by doing one of the following:
  - Type new text to replace the selected text, or press **Delete** to remove it.

- Manage list items using the list controls (bulleted and numbered) under **Format** in the right pane. You can create new list items, convert an existing paragraph to a list item, convert an existing list item to a paragraph, and convert from one list type to another.
- Select a font, font size, or other formatting options under **Format** in the right pane. You can also use the advanced format options, such as line spacing, character spacing, horizontal scaling, stroke width, and color.



Formatting options in the right pane

**Note:**

For legal reasons, you must have purchased a font and have it installed on your system to revise text using that font.

You can edit text only if the font used for that text is installed on your system. If the font isn't installed on your system, but is embedded in the PDF, you can change only the color or font size. If the font is neither installed or embedded, you can't edit any of the text.

- 4 Click outside the selection to deselect it and start over.

## Add or edit a numbered or bulleted list

You can add items to a numbered or bulleted list, create new list items, convert an existing paragraph to a list item, convert an existing list item to a paragraph, and convert from one list type to another.

- 1 Choose **Tools > Edit PDF > Edit**.



**Note:**

Acrobat detects paragraphs and lists separately. Therefore, both paragraph and list may appear in the same bounding box while editing. After you save or save as the changed file and reopen it, the paragraph and list items are displayed in separate bounding boxes.

- 2 Do the following:

To add or remove items from a numbered or bulleted list:

- You can add or remove items to the list at all nested levels using the same familiar controls that you use in MS Office. For example, press **Enter** at the end of a list item to insert a new row. Press **Backspace** to remove the new row and position the cursor back to the end of the previous list item.

To create a numbered or bulleted list:

- a Place the cursor in the document at the location where you want to add a new list.

**b** Choose the appropriate list type (bulleted or numbered) under **Format** in the right pane.

To convert an existing paragraph to a list item:

- Place the cursor in the paragraph, and then choose the appropriate list type (bulleted or numbered) under **Format** in the right pane.

To convert an existing list item to a paragraph:

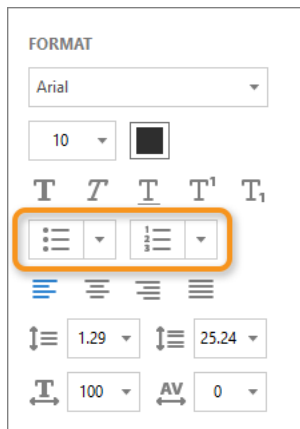
**c** Select all items in the list. The appropriate list type is highlighted under **Format** in the right pane.

**d** Click the highlighted list type.

To convert from one list type to another:

**e** Place the cursor in the list item or select all items in the list.

**f** Choose the appropriate list type (bulleted or numbered) under **Format** in the right pane.



Formatting options in the right pane



You can also use Keyboard to add a list item. For example, before a paragraph, you can type number 'a' followed by the closing parenthesis ')' and then add one space. It adds a numbered list starting with "a".

## Add new text to a PDF

You can add or insert new text into a PDF by using any of the fonts installed on the system.

**1** Select **Tools > Edit PDF > Add Text**.



Open a PDF and then choose **Tools > Edit PDF > Add text**.

**2** Drag to define the width of the text block you want to add.

**3** For vertical text, right-click the text box, and choose **Make Text Direction Vertical**.


**4** The Add text tool intelligently detects the following text properties of text close to the point of click:

- Font name, size, and color

- Character, paragraph, and line spacing
- Horizontal scaling


These text properties are automatically applied to the text that you add at the point of click.


You can change the text properties using the options under **Format** in the right pane.

- 5 Type the text.
- 6 To resize the text box, drag a selection handle.
- 7 To move the text box, place the pointer over the line of the bounding box (avoid the selection handles). When the cursor changes to **Move** pointer , drag the box to the new location. To maintain alignment with the other list items, press Shift as you drag.

## Move, rotate, or resize a text box

You can move or rotate text boxes on a page. The **Edit Text & Images** tool outlines each text box, so it is clear what text is affected. Edits are confined to the page. You cannot drag a text block to another page, or move or rotate individual characters or words within a text box. However, you can copy text boxes and paste them on another page.


Resizing a text box causes the text to reflow within the new text box boundaries. It does not change the size of the text. To change the font size, see [Format text](#)  **F**. As with other text edits, resizing is limited to the current page. Text does not flow to the next page.

- 1 Choose **Tools > Edit PDF > Edit** .
- 2 Click the text box you want to move, rotate, or resize.




*A bounding box with selection handles surrounds the text box you clicked.*

- 3 Do any of the following:

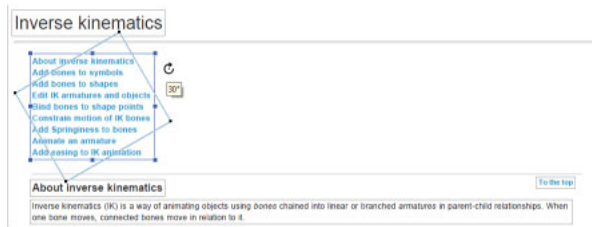
**Move** Place the pointer over the line of the bounding box (avoid the selection handles). When the cursor changes to **Move** pointer , drag the box to the desired location. Hold down the Shift key as you drag to constrain the movement vertically or horizontally.




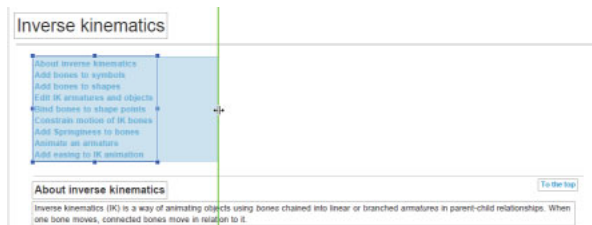
**Rotate** Place the pointer just outside a selection handle. When the cursor changes to the **Rotation** pointer , drag in the direction you want it to rotate.



## Introduction to Acrobat




**Resize** Place the pointer over a selection handle. When the cursor changes to the **Resize** pointer , drag the handle to resize the text block.



## Add, edit, or move text on noninteractive forms or when signing

Organizations sometimes provide PDF versions of their paper forms without interactive form fields (called "flat forms"). A flat form does not have interactive fields. However, you can use the Fill & Sign tools to add text and other symbols anywhere on the form. For instructions, see [Fill out your PDF form](#).

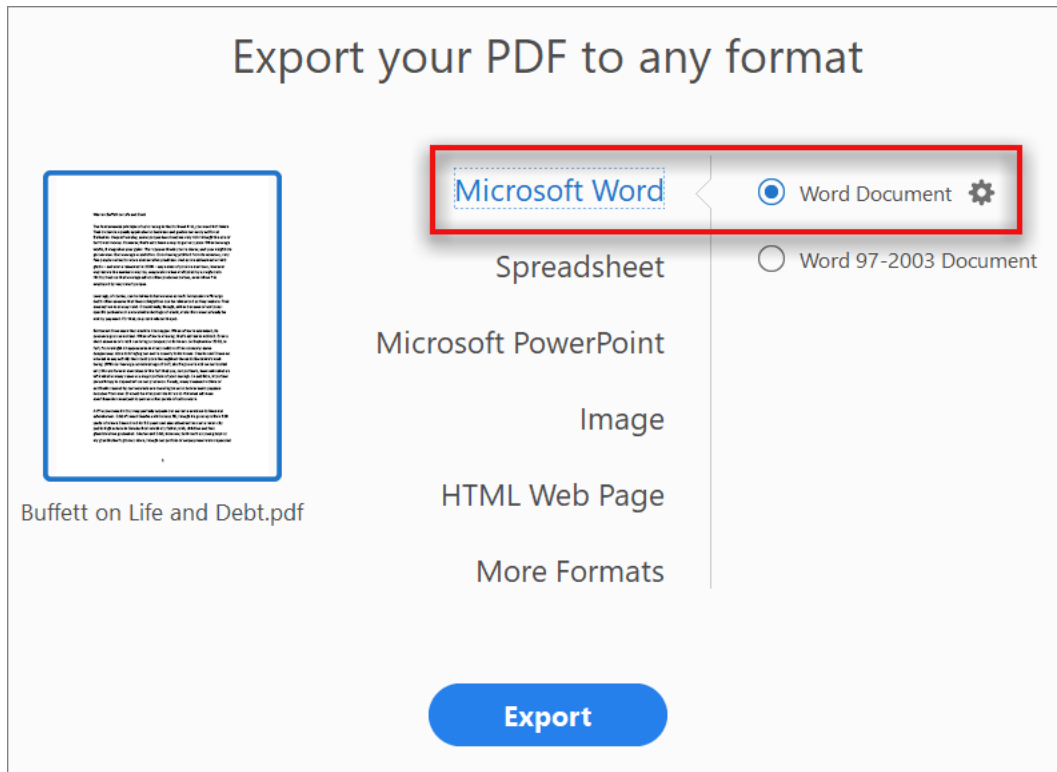
|  |   |
|--|---|
|  | Have trouble editing PDFs? <a href="#">Chat with us one-on-one on Twitter</a>  |
|--|---|

## PDF to Word – How to convert PDF to Word

Don't have Acrobat? [Try Acrobat for free](#).

### How to convert PDF to Word:

- 1 Open the PDF in Acrobat.
- 2 Click the **Export PDF** tool in the right pane.
- 3 Choose **Microsoft Word** as your export format, and then choose **Word Document**.



- 4 Click **Export**. The Save As dialog box is displayed.
- 5 Select a location where you want to save the file, and then click **Save**.

## PDF to JPG– How to convert PDF to JPG

Don't have Acrobat? [Try Acrobat for free](#).

### How to convert PDF to JPG:

- 1 Open the PDF in Acrobat.
- 2 Click the **Export PDF** tool in the right pane.
- 3 Choose **Image** as your export format, and then choose **JPEG**.