

Install Adobe Acrobat Professional DC

VERSION: 1.1

Monday April 16, 2021

Install Adobe Acrobat Professional DC

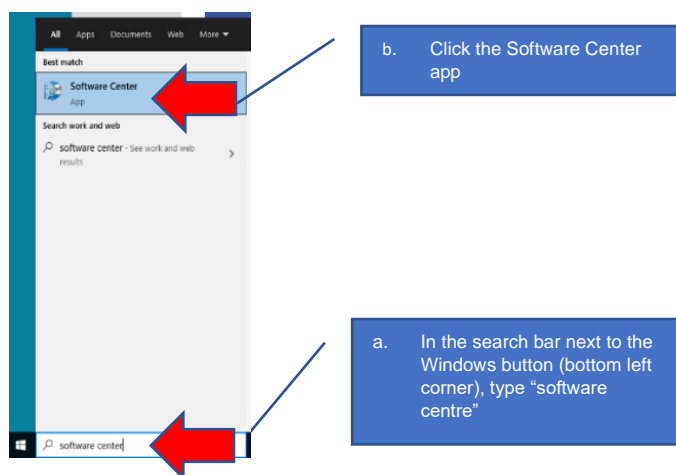
Adobe Acrobat Professional requires a software license. To obtain a license, please complete a Service Request in the [IT Portal](#). Your manager will need to approve the request. Please note it may take some time to purchase additional licenses if none are available.

There are 3 parts to the installation and setup of the new Acrobat Professional DC. iManage users may need to complete the 4th part.

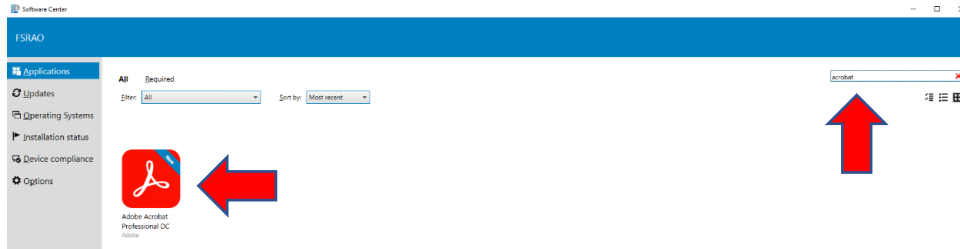
1. [Install the software](#)
2. [Activate Adobe Acrobat](#)
3. [Set Acrobat as the default PDF application](#)
4. [Install Adobe Acrobat plugin for iManage \(iManage users ONLY\)](#)

Install the software

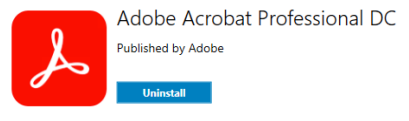
1. Before you begin the installation, **close any previous versions of Adobe Acrobat and any Microsoft Office products (e.g. Word, Excel, PowerPoint, and Outlook)** if you have them open
2. Open Software Centre
 - a. In the search bar next to the Windows button (bottom left corner), type "software centre"
 - b. Click the Software Center app



3. In Software Center, type “Acrobat” in the search bar in the top right corner
4. Click Adobe **Acrobat Professional DC** in the search results

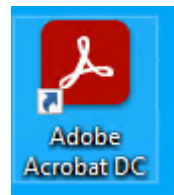


5. Click **Install** to begin installation. The installation will take a few minutes. When complete, the blue Install button will change to **Uninstall**.

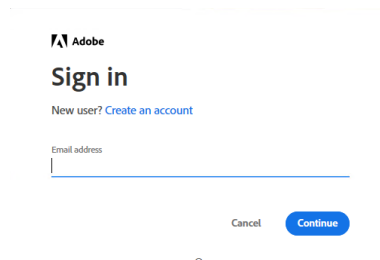


Activate Adobe Acrobat

1. Launch Adobe Acrobat by double clicking the shortcut on the desktop or search for Adobe Acrobat in the start menu



2. You will be presented with a Sign in window. Enter your FSRA email address (firstname.lastname@fsrao.ca) and click **Continue**



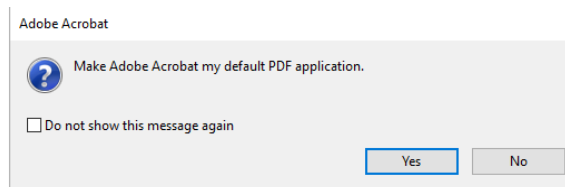
3. If you have been assigned an Acrobat license, you will be signed in and the software will be activated. You should see a “Welcome to Adobe Acrobat” window. Click **Continue**.



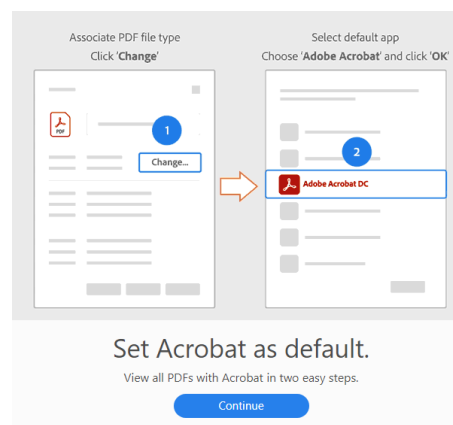
Set Acrobat as the default PDF application

If the previous version of Adobe Acrobat was already set as your default PDF application, you can skip this section.

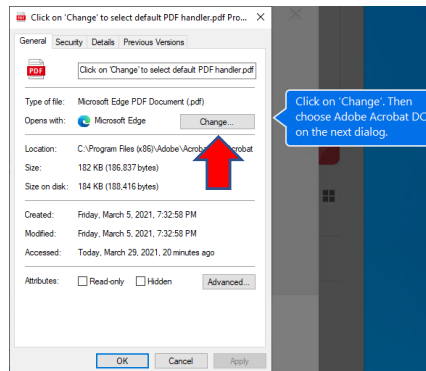
1. After the activation is complete, you will be asked if you want to make Acrobat the default PDF viewer. Click **Yes**.



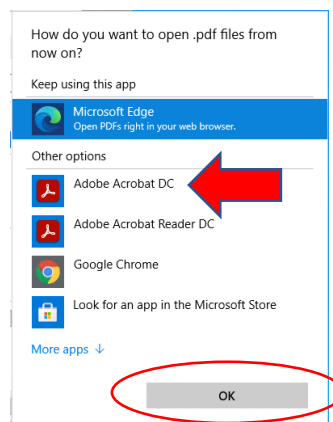
2. In the “Set Acrobat as Default” window click **Continue**



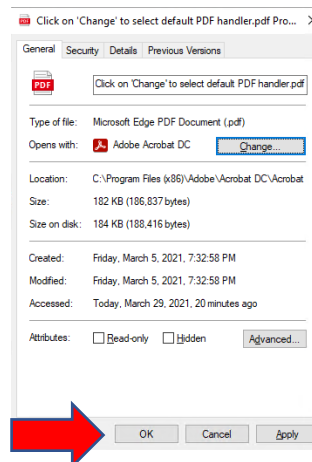
3. A window will pop up which will allow you to change the default PDF application.
Click the **Change** button



4. In the next window, select **Adobe Acrobat DC** and click OK



5. Next, click OK to close the popup from step 3



6. Click **Continue** to close the window from step 2.

Install Adobe Acrobat plugin for iManage (iManage users ONLY)

If iManage was installed **BEFORE** Adobe Acrobat, you will need to run the iManage Acrobat Plugin installer to get iManage integration with Acrobat. **Make sure to close Adobe Acrobat before running the installer**

1. Before you begin the installation, **close Adobe Acrobat** if you have it open
2. Open Software Centre
 - a. In the search bar next to the Windows button (bottom left corner), type “software centre”
 - b. Click the Software Center app



3. In Software Center, type “imanager acrobat plugin” in the search bar in the top right corner
4. Click iManage Acrobat Plugin in the search results



5. Click **Install** to begin installation. The installation will take a couple minutes.
When complete, the blue Install button will change to **grey**.



iManage Acrobat Plugin

Install

Status: Available
Date published: Not specified
Restart required: No
Download size: Less than 1 MB
Estimated time: Not specified
Total components: 0