ADOBE® ACROBAT® DC HELP

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Chapter 1: Introduction to Acrobat

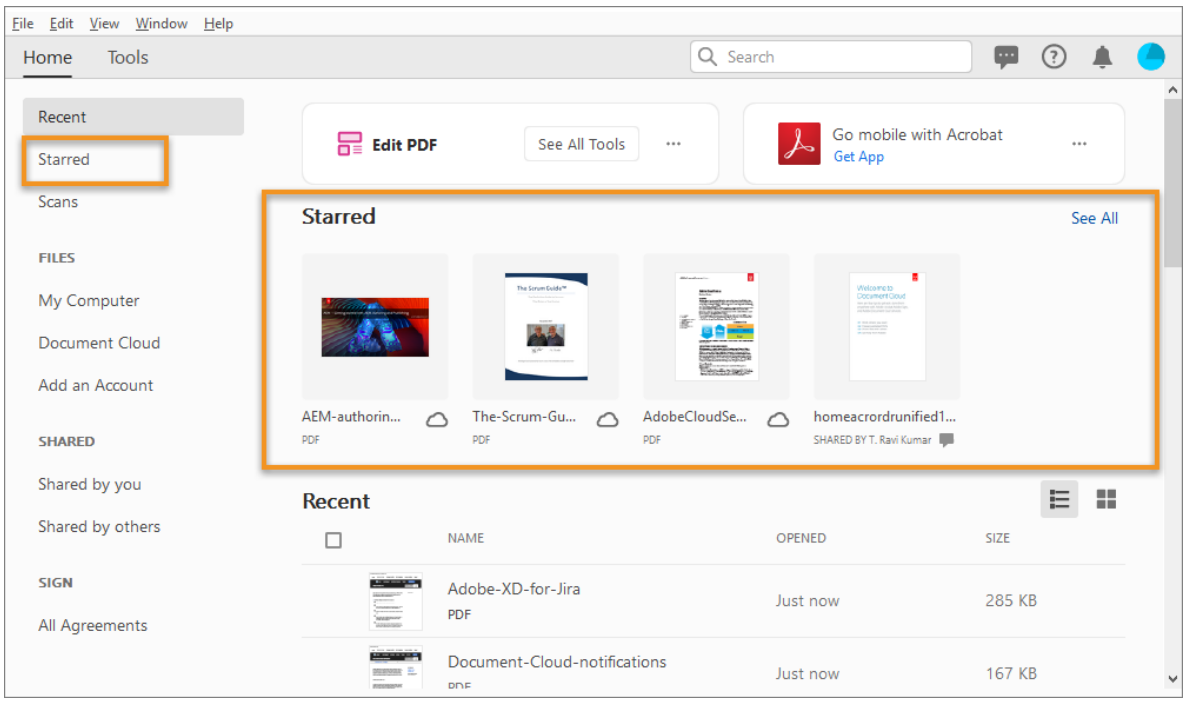
What's new in Acrobat DC

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

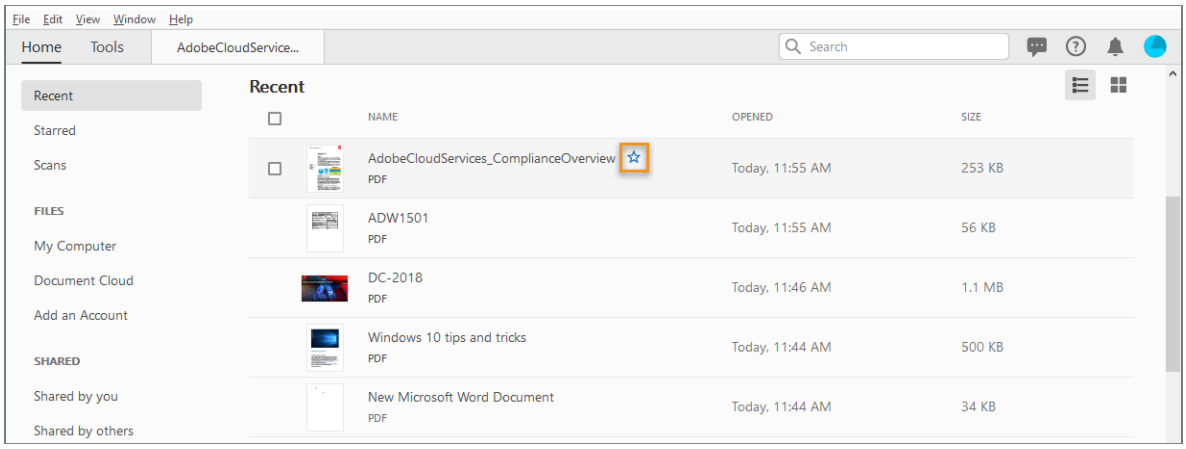
You can now star your important files in Acrobat to access them later from any device. You can star files from your local machine, in Document Cloud, or in any third-party storage. You cannot star files that you sent or received for signing.

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.

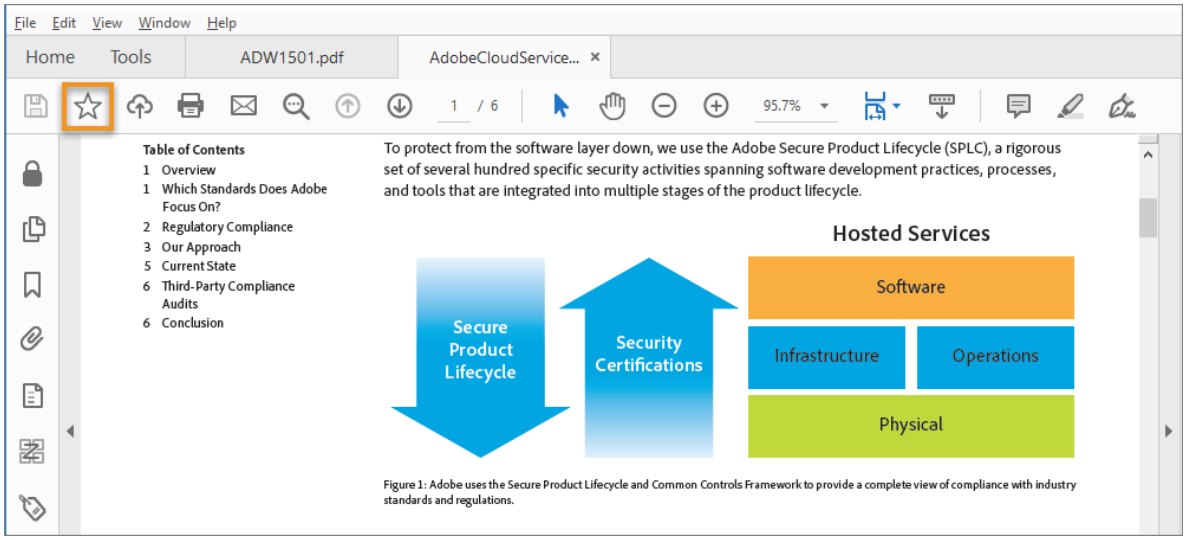


Star a file from Home or Viewer:

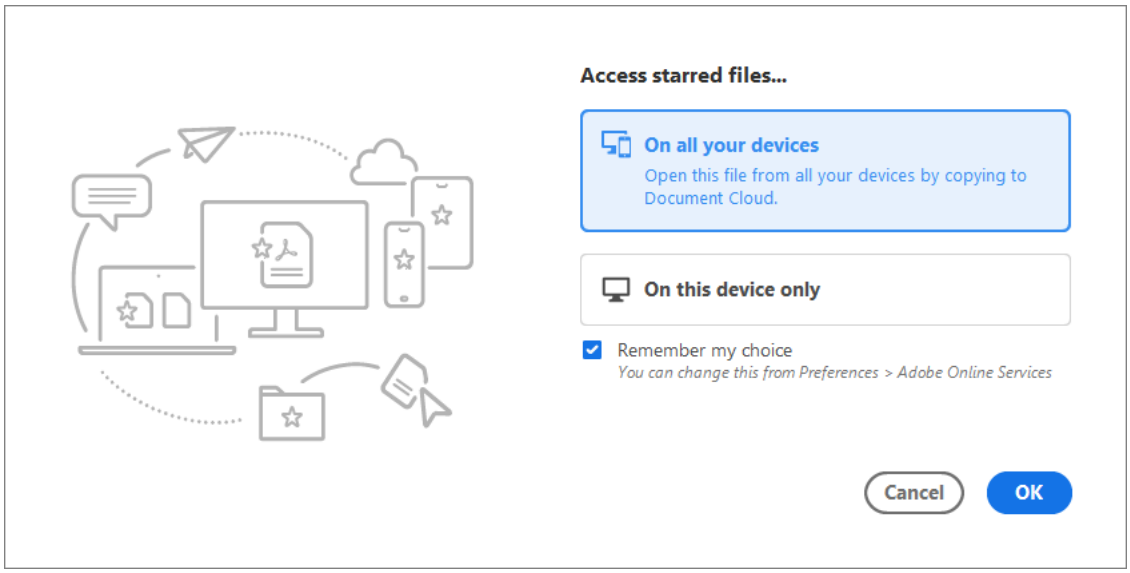
- In the Home view, hover the cursor on the PDF file, and click the Star icon next to the filename.



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



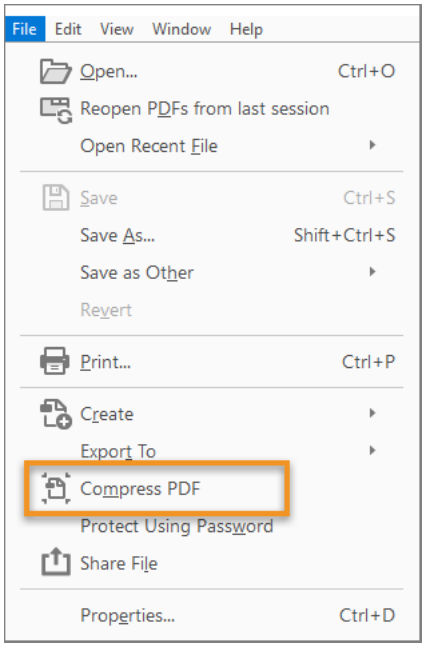
When you star a PDF file for the first time, you are prompted to select if you're going to access the starred files on all your devices or a particular device.



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.



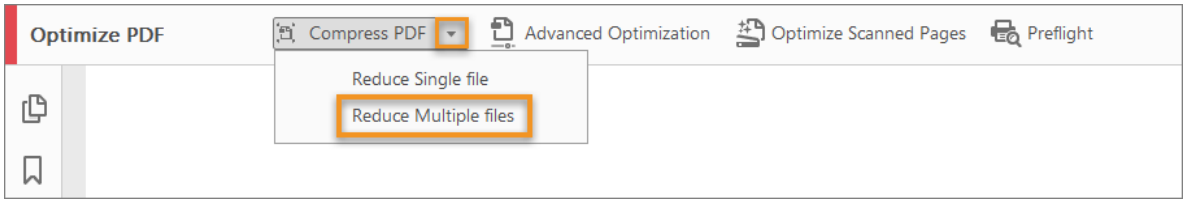
Note:

*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:

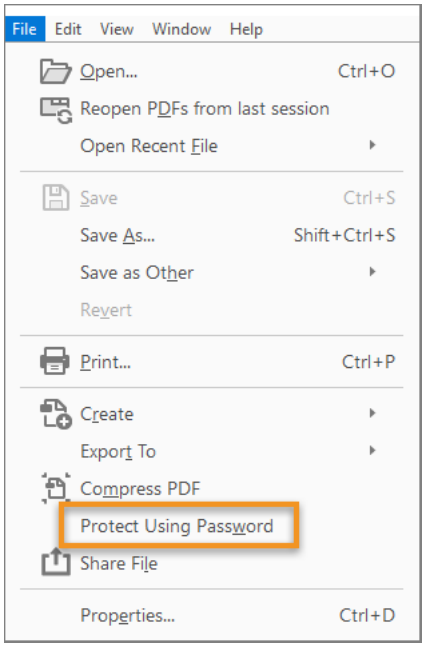
Adobe is testing the compress or reduce multiple PDF files experience. Therefore, the new experience may not be available to all Acrobat DC users.

For more information, see Optimize a PDF.

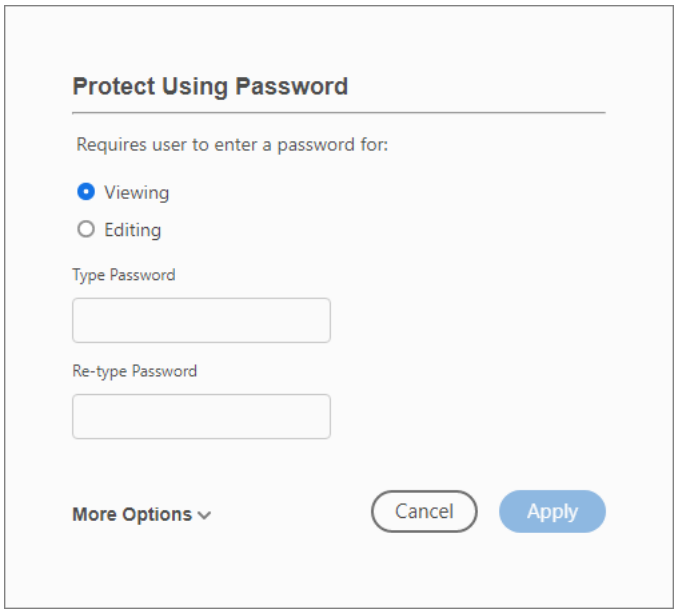
Simplified protect PDF experience

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**.



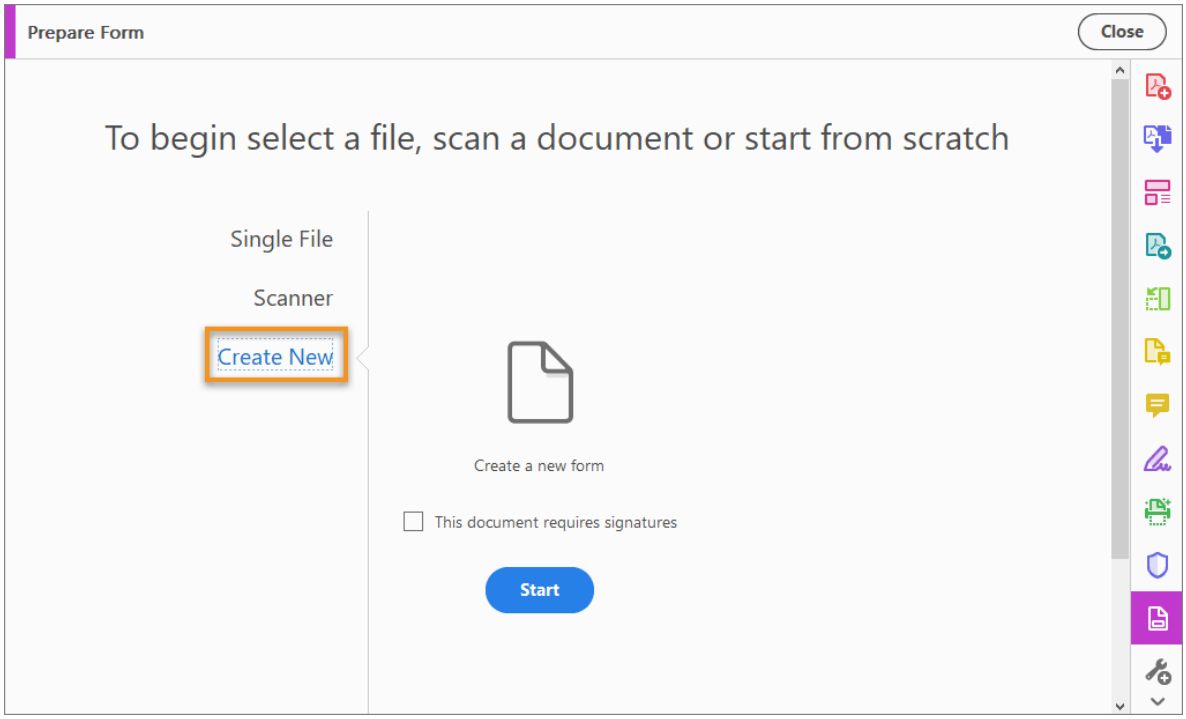
In the Protect Using Password dialog box, choose whether you want to set a password for **Viewing** or **Editing** the PDF. Enter the password and click **Apply**.



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**.

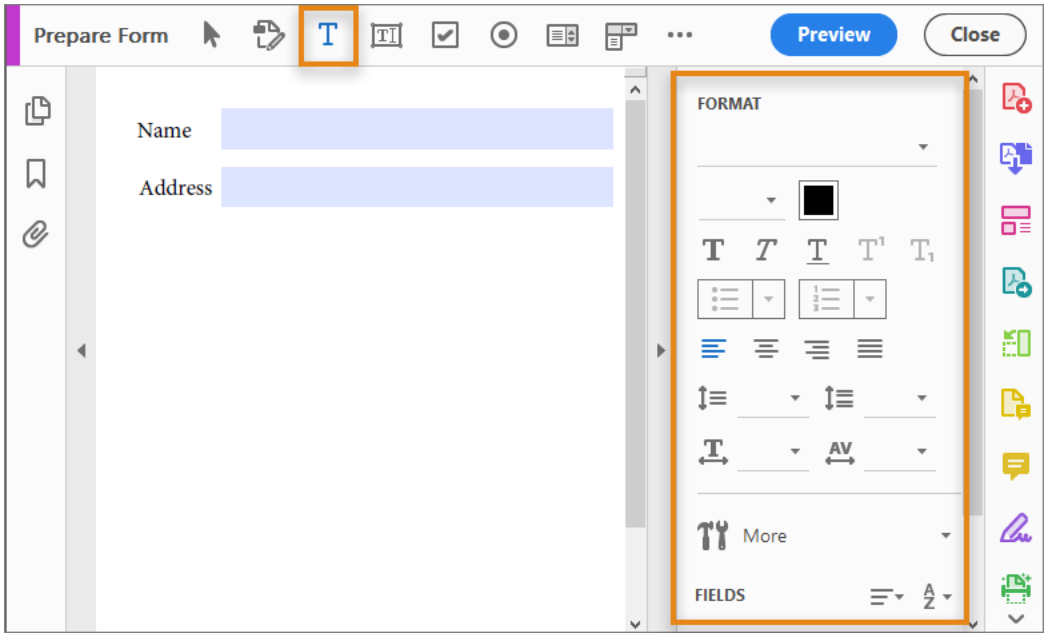


For more information, see Create a form from scratch in Acrobat.

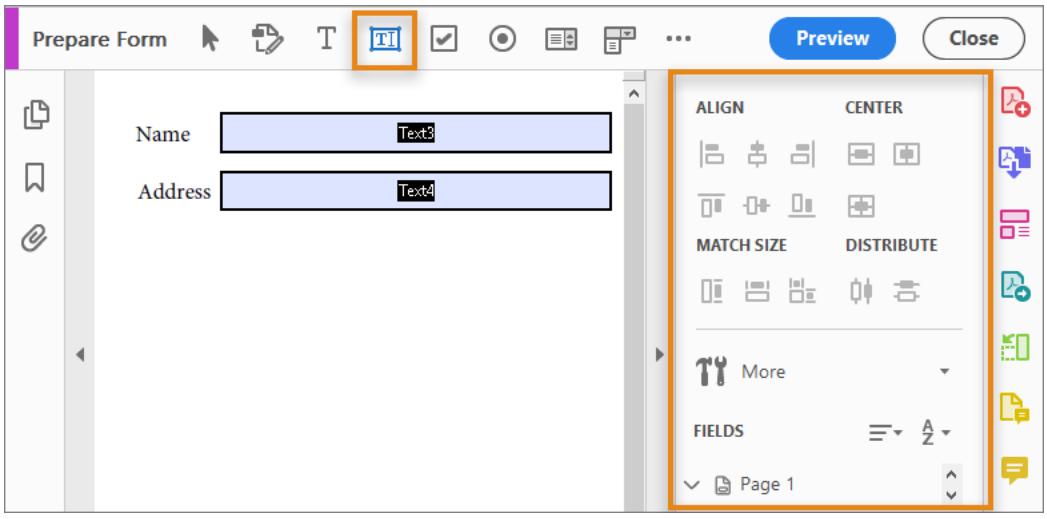
Unified edit text and form fields experience

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.



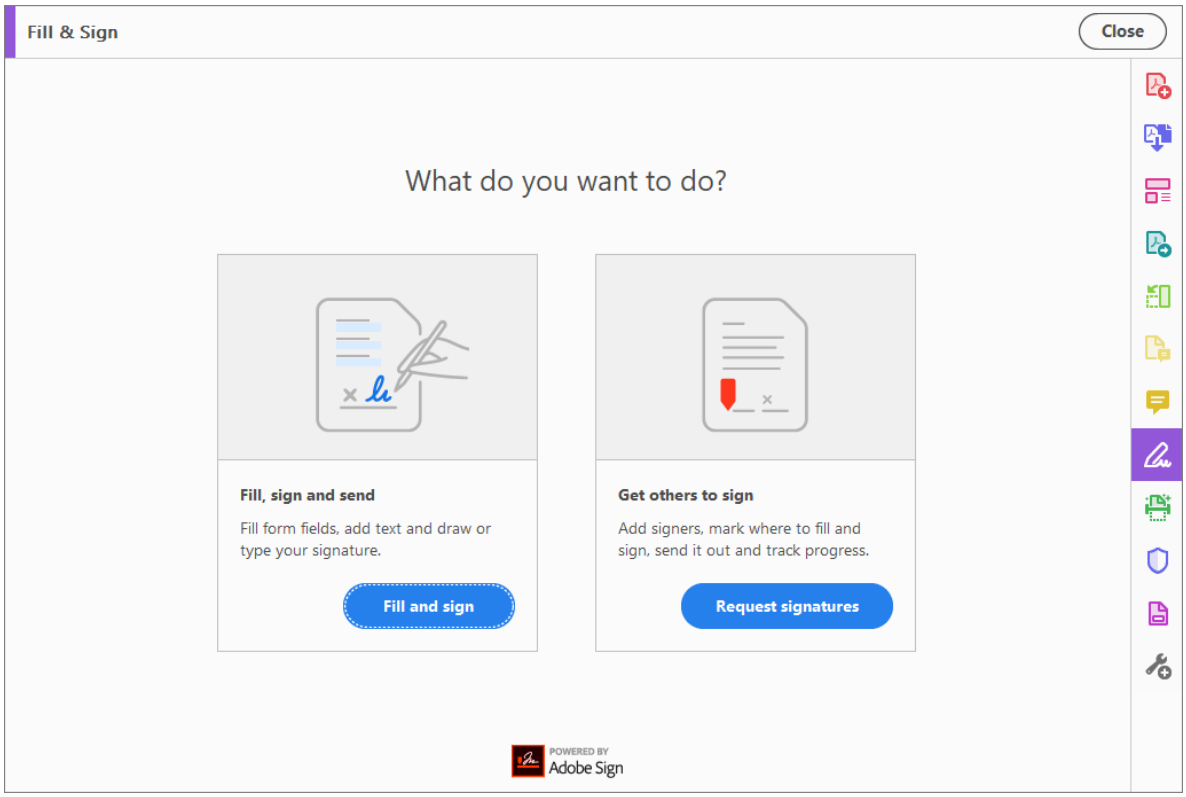
Right pane options when Add Text tool is selected



Right pane options when Add Text Field tool is selected

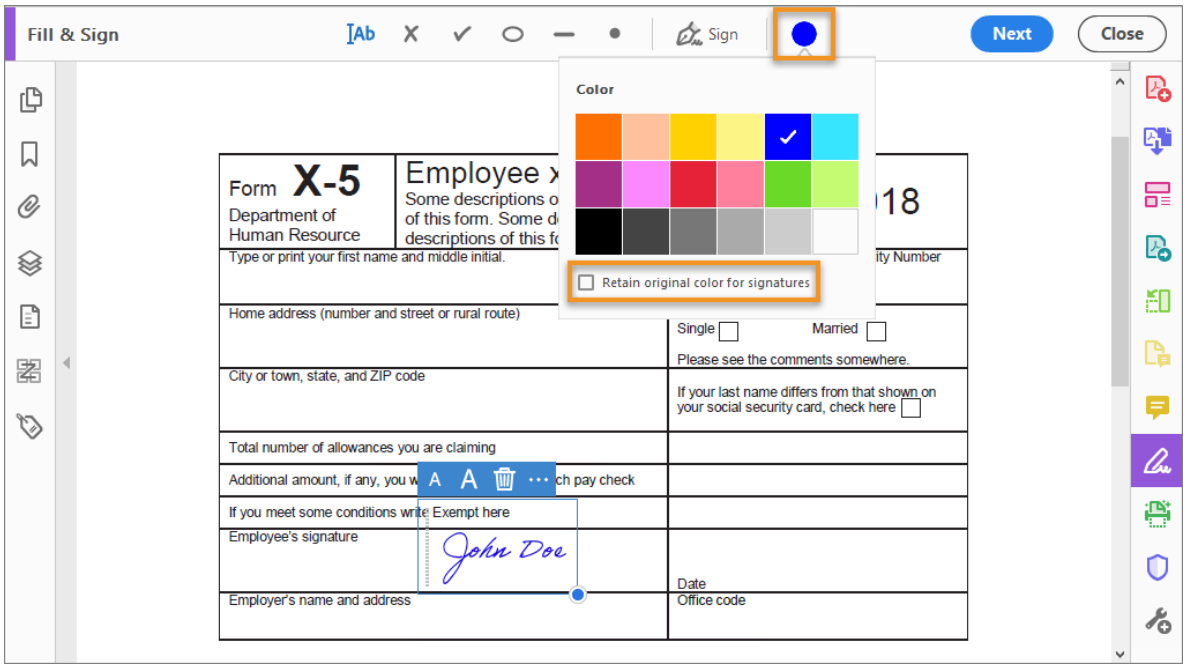
New simplified Fill & Sign interface

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.

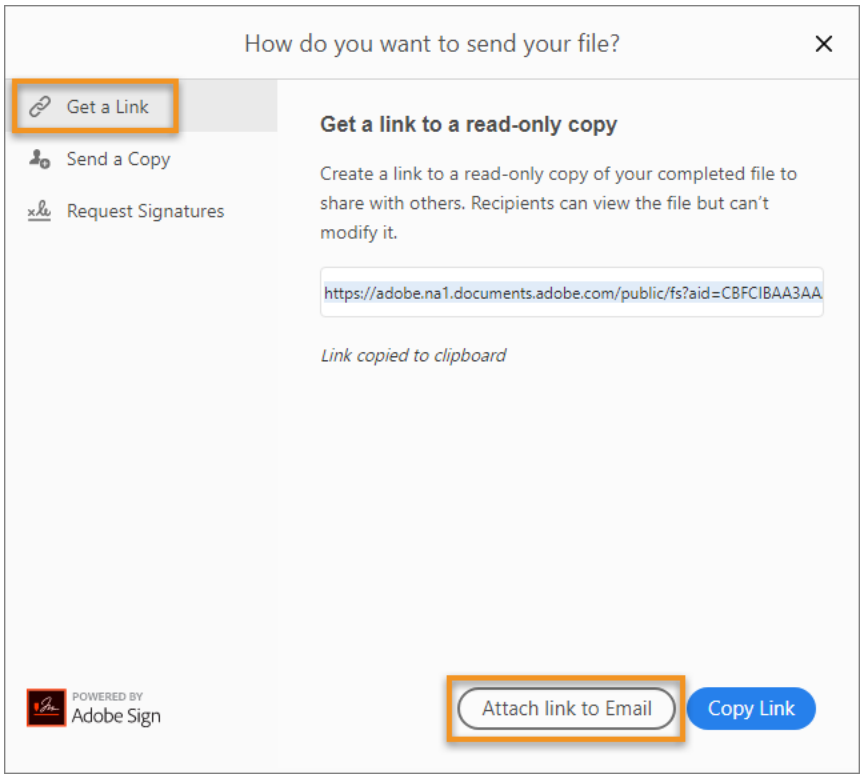


By default, the signature's color is black. To retain the default color, deselect the **Retain Original Color For Signatures** checkbox.

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.

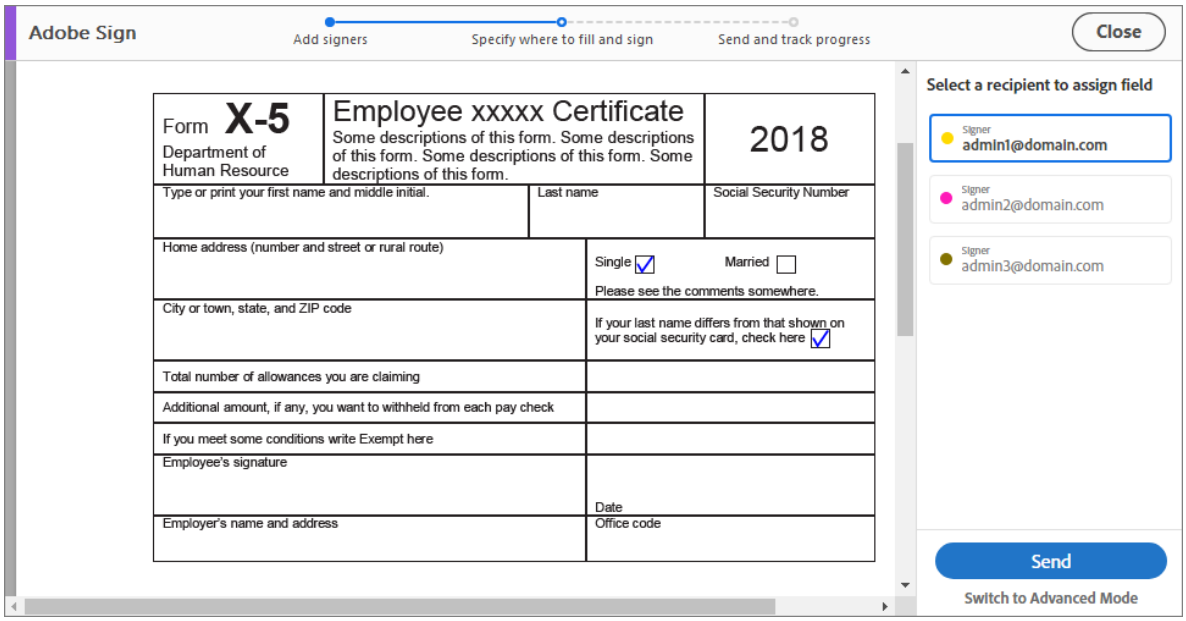


For more information, see Send your form.

Easily create forms that require multiple signers

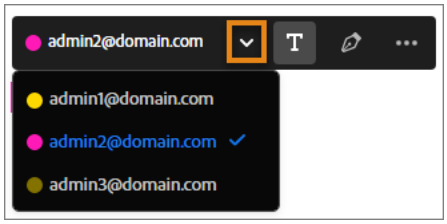
When you send documents for signature from Acrobat through Adobe Sign, you need to place form fields on the document and mark where signers need to fill in data and sign. In the previous release, we introduced a simple experience for placing these form fields for a single signer. In this release, we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

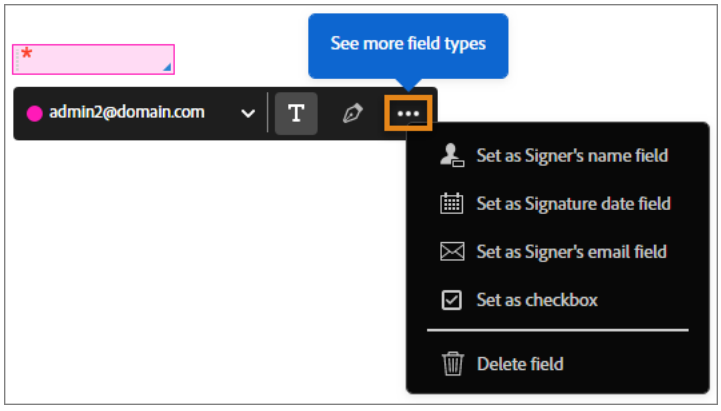


You can switch the assignee of any field using the floating toolbar. The assigned colors to the signers make it easy to distinguish the fields for respective signers.

Floating toolbar



Choose signer

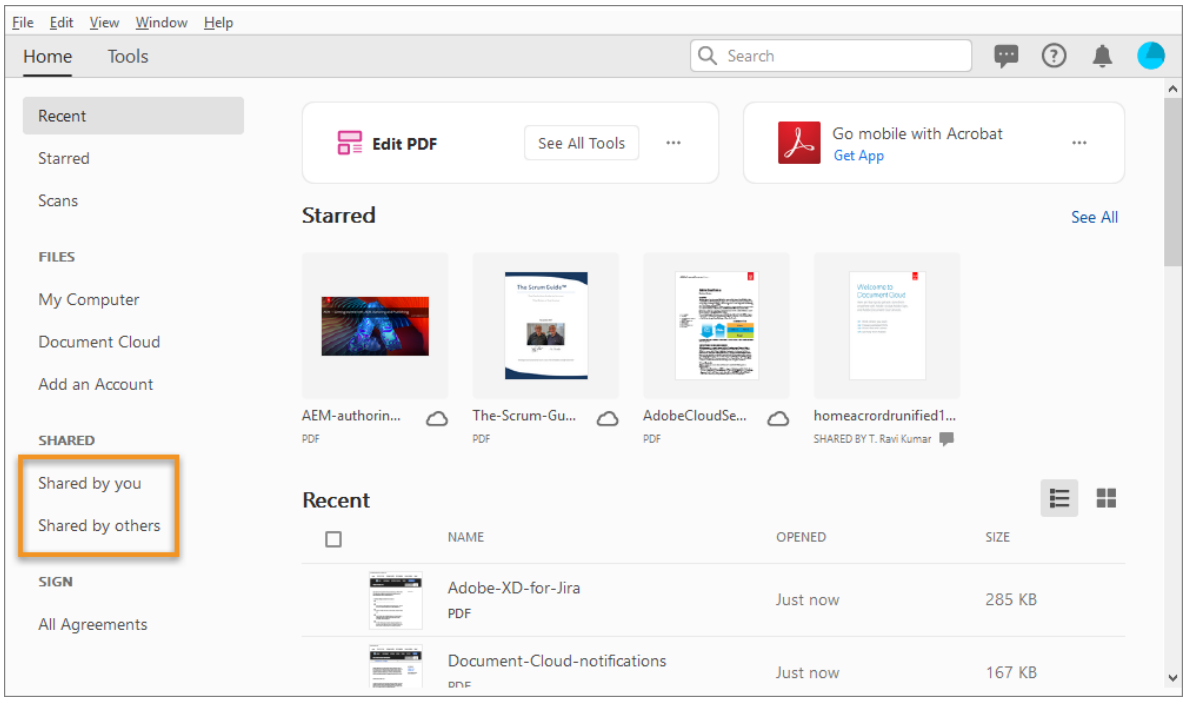


Choose the field type

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.



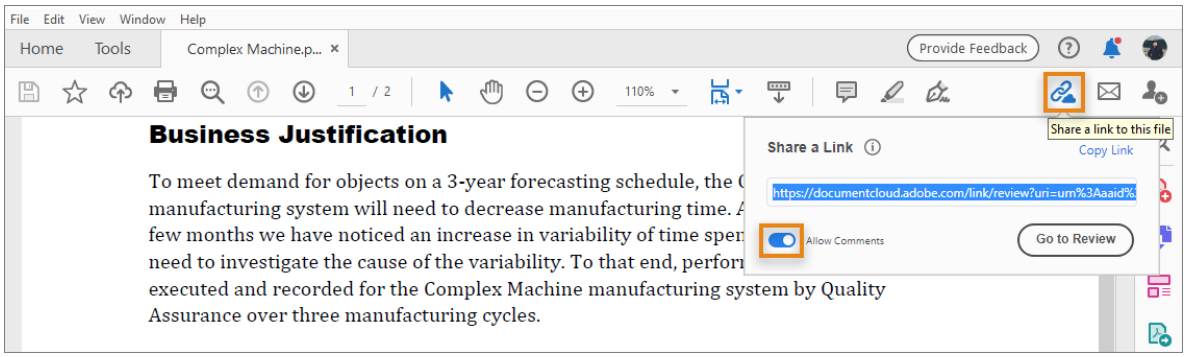
Simplified 1-click access to share files

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.

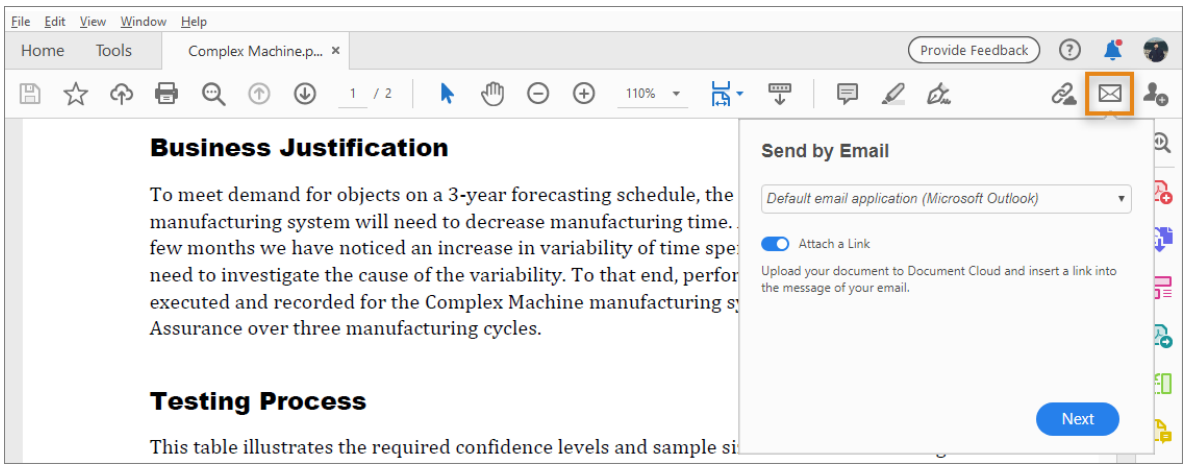
    If you want to share the file for review, turn on the **Allow Comments** switch. If you want to share the file only for viewing, turn off the **Allow Comments** switch.



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:

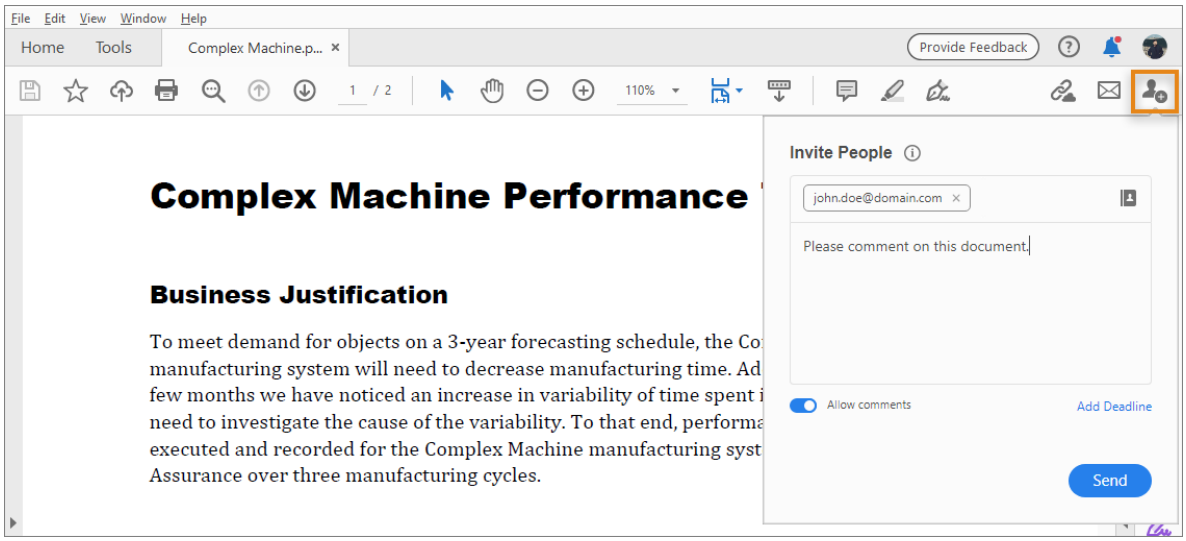
- Choose Outlook if it is your default email application.
- Select **Webmail** in the drop-down list and then select **Add Gmail**. Enter your email address and click **OK**. Enter the password when prompted.
- Select **Add Other** email address you use. Enter the email address, password, IMAP, SMTP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

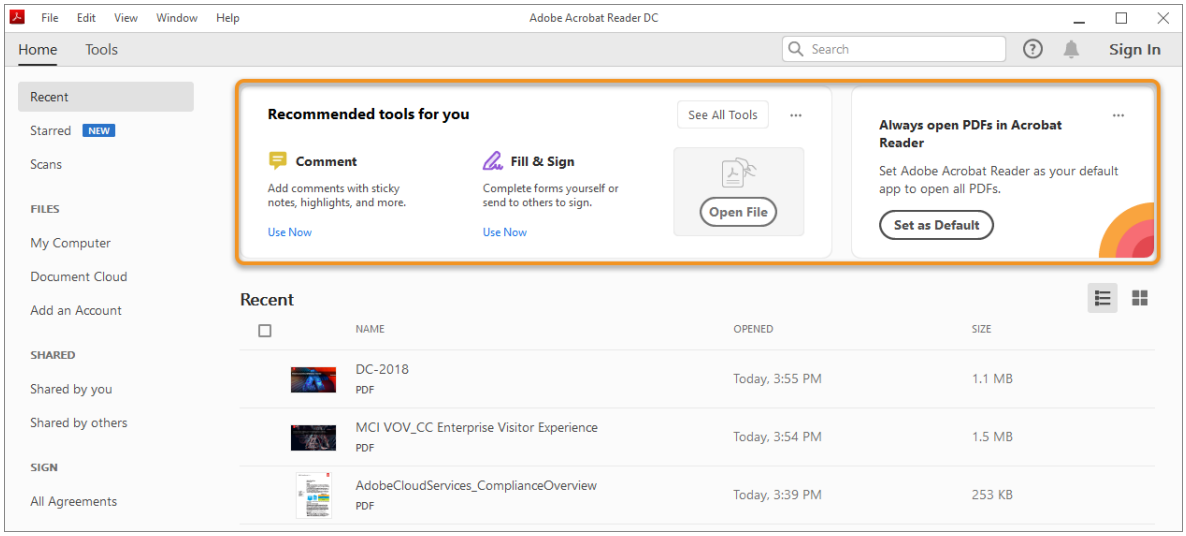
Acrobat and OneDrive business integration update

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.