

Legal notices

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Chapter 1: Introduction to Acrobat

New features summary



Acrobat DC with Adobe Document Cloud services is the complete PDF solution for working anywhere with your most important documents. All-new Acrobat DC is reimagined with a simple user experience. The new Tools Center offers quick access to the tools you use most, while elegant new tool experiences work consistently across desktop, web, and mobile—including touch-enabled devices.

February 2018 release of Acrobat DC

Compare files enhancement

Accessibility improvements

Annotations enhancement

Forms enhancement

Print production enhancement

OCR improvement

Access tools center from the right-hand pane

Support for additional OCR languages in Export PDF app in Reader



Compare files enhancement

Available in: Acrobat DC Continuous

Hyphenation related fixes

Previously, false diffs were reported due to incorrect hyphenation categorization - false diffs of hyphenated words were reported whenever they reach the end of a line while doing insertion or deletion during editing. This has been fixed now.

The example below covers all the cases related to the hyphenation fixes.

	Old Text	New Text	Old Results	New Results
1	xy	x-y	Difference shown	Difference shown
2	xy	abcx-	Difference shown for some hyphenated words	Difference not shown
3		abcx-	Difference shown for some hyphenated words	Difference not shown



Accessibility improvements

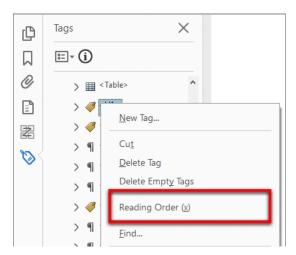
Available in: Acrobat DC Continuous

Tags and tool names of the Reading Order tool are now consistent.

- The "Touch up Reading Order" tool is renamed to the "Reading Order" tool.
- The "Text" in the Reading Order tool is renamed to "Text/Paragraph".
- The "Background" in the Reader Order tool is renamed to "Background/Artifact".

Access the Reading Order tool from the tag tree

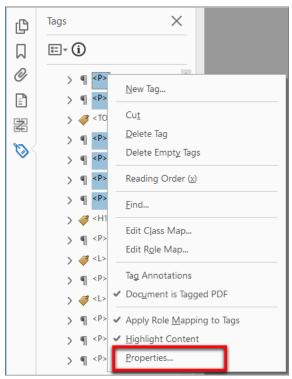
You can now access the Reading Order tool directly from the tag tree. Choose **Tags** in the left navigation pane, right-click any tag and then choose **Reading Order**.



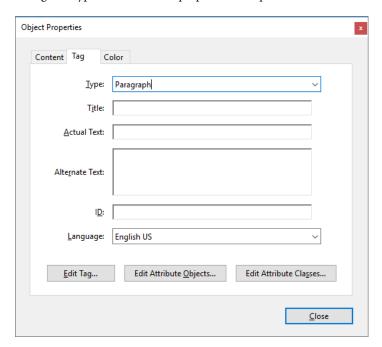
Bulk edit tags in the tag tree

You can now edit the properties of multiple tags at a time. Select the tags that you want to edit and then choose Properties dialog option from the right-click context menu.





Change the type, title, and other properties as required, and then click Close.



Create notes and reference tags from the Reading Order tool

You can now create notes and reference tags from the Reading Order tool.

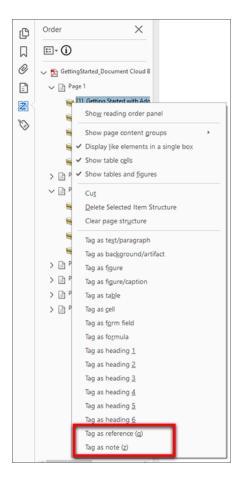
From the Reading Order tool:

- 1 In the tags panel, right-click any tag and choose Reading Order.
- 2 Select some content that you want to tag as Note or Reference, and then click **Note** or **Reference**.



From the Order panel:

- 1 Choose **Order** panel in the left-hand pane.
- 2 Right-click the content in the panel, and then choose Tag as Reference or Tag as Note.



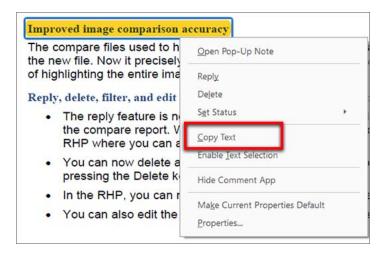


Annotations enhancement

Available in: Acrobat DC Continuous

Copy content of text-based annotations

A new **Copy Text** option is now available in the right-click context menu of text-based annotations with highlight, underline, or strikeout.





Forms enhancement

Available in: Acrobat DC Continuous

An option to clear the selected image from the image form field

Using the new Clear Image option, you can easily clear the selected image from an image field in a form.

1 Click the image field form which you want to clear the image. The Select Image dialog box is displayed.



2 Click Clear Image, and then click OK.



Print production enhancement

Available in: Acrobat DC Continuous

Multiple objects selections with Output Preview

You can now select multiple objects when the Output Preview dialog is open.

To enable this feature, go to **Edit** > **Preferences** > **Page Display**, and then select **Use Shift** + **Click for Multiple Selection with Output Preview** check box under the Page Content and Information section.

To select multiple objects, use **Shift + Click**. To add a sticky note containing the color values, use **Alt + Click** (on Windows) or **Option + Click** (on Mac).

Note: By default, the preference is disabled.



OCR improvement

Available in: Acrobat DC Continuous

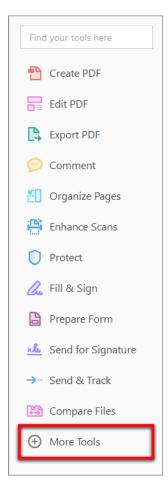
The accuracy of text recognition (OCR) on the scanned files with a dark background has been improved significantly.



Access tools center from the right-hand pane

Available in: Acrobat DC Continuous

You can now access tools center from the right-hand pane using the new More Tools option.





Support for additional OCR languages in Export PDF app in Reader

Available in: Acrobat Reader DC Continuous, Acrobat Reader DC Classic

Support for the following additional OCR languages is added in the Export PDF app in Acrobat Reader DC:

Bulgarian	Hungarian	Russian
Catalan	Korean	Serbian
Croatian	Latvian	Simplified Chinese
Czech	Lithuanian	Slovak
Estonian	Macedonian	Slovenian
German (Switzerland)	Maltese	Traditional Chinese
Greek	Norwegian (Norway)	Turkish
Hebrew	Polish	Ukrainian
Hungarian	Romanian	

To see the list of supported languages: Open a PDF in Acrobat Reader DC and choose **Export PDF** in the Tools pane, and then click **Change** next to "Document Language". The OCR Settings dialog box is displayed that lists all the supported languages.

New features summary | Acrobat 2017

Acrobat 2017 is the latest perpetual desktop version of Acrobat. It simplifies everyday PDF tasks and includes many productivity enhancements when working with PDFs from your desktop.

Acrobat DC is the latest subscription version of Acrobat. With Acrobat DC, you always have the most recent version of Acrobat software with the newest product innovations and tools for desktop and mobile. It includes all the functionality of Acrobat 2017, plus you never have to purchase upgrades again.

When you subscribe to Acrobat DC enhanced with Document Cloud services, you pay a low monthly fee to get ongoing access to the latest PDF tools across desktop, browser and mobile devices to help you accomplish more when working with documents in the office or on the go:

- Use the Acrobat Reader mobile app to create, edit, and sign PDFs
- Create PDFs files from Microsoft Word, Excel and PowerPoint documents, images or photos from your mobile device or online
- · Convert PDFs into editable Microsoft Word, Excel, PowerPoint, or RTF files from your mobile device or online
- · Edit text in a PDF on your iPad
- Organize pages in PDF files from your iOS or Android tablet or smartphone.
- Turn your mobile device camera into a portable scanner
- Turn Adobe Photoshop (PSD), Illustrator (AI), or InDesign (INDD) files into PDFs
- · Combine multiple files into a single PDF
- Get signatures from others, track responses, and archive signed documents
- · Send, track and confirm receipt of important documents, without overnight deliveries
- Store and access files securely online with 100GB of storage

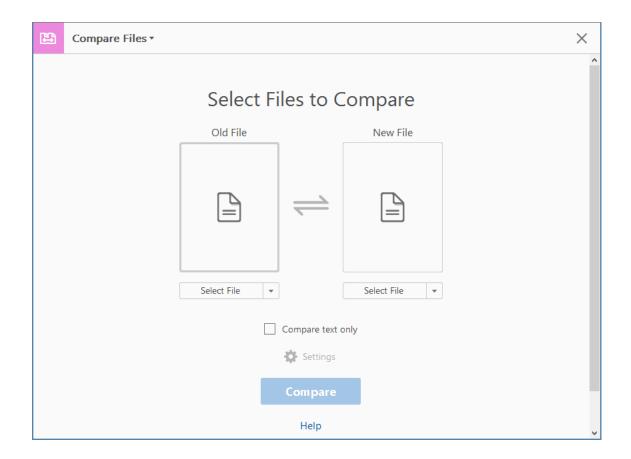
What's new in Acrobat 2017

Easily compare files

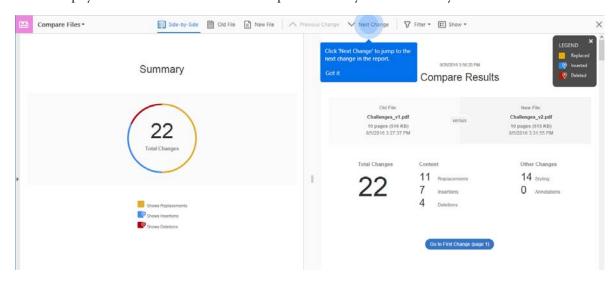
With the all-new Compare Files tool, you can now quickly and accurately detect differences between two versions of a PDF file.

- Compare two versions of a document to detect all text and image changes.
- View an easy-to-scan results summary that provides an overview of file differences.
- Easily move through the document to review each difference using a side-by-side or single-page view.
- Filter the changes to quickly see all text, image, annotation, formatting, header/footer, or background differences.
- 1 Choose Tools > Compare Files.

Note: This tool was previously named Compare Documents.



- 2 Click **Select File** at left to choose the older file version you want to compare. Click **Select File** at right to choose the newer file version you want to compare.
- 3 Click Compare.
- 4 Acrobat displays the results in a new document that provides an easy-to-scan summary of all file differences.

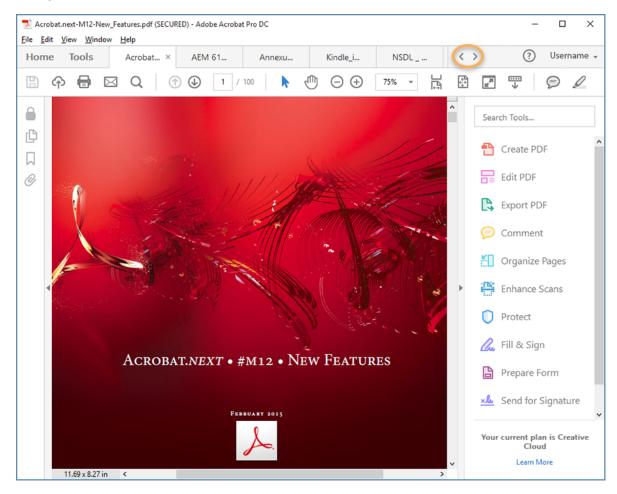


5 Click the **Go to First Change** button to begin reviewing each file difference in detail.

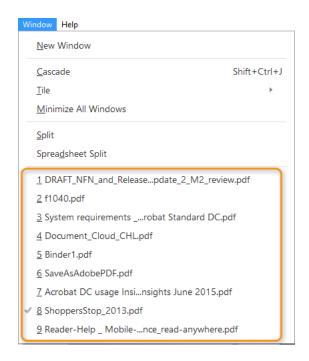
For more information, see Compare two versions of a PDF file.

Tabbed interface for viewing multiple PDFs

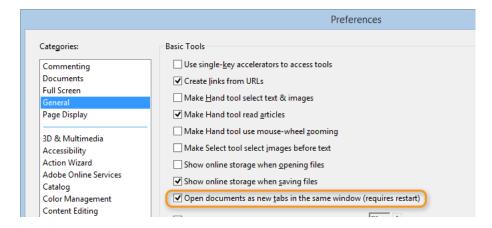
Opening multiple PDFs in the same session now opens the PDFs as tabs in the same application window. You can switch among the tabs at the top of the window by clicking on the file name shown in each tab. A previous button and a next button are displayed at the top right to let you navigate through document tabs when the number of open PDFs no longer fit in the document view.



Acrobat auto resizes tabs when the documents don't fit in the view window. All the opened files are now listed towards the bottom of the Window menu. To switch to a particular opened document, either you can click the tab for the doc or choose its filename from the Window menu.



By default, the tabbed interface is ON. To view each PDF you open in a different application window instead of a new tab, clear the **Open documents as new tabs in the same window (requires restart)** checkbox under Edit > Preferences > General. Then restart Acrobat.



Create new bulleted lists

Acrobat now shows bulleted list and numbered list controls in the Edit PDF Format panel. You can now create new bulleted and numbered lists, convert an existing paragraph a bulleted or numbered list, revert lists to regular text, and convert lists from one list type to another. Acrobat now also detects additional bulleted and numbered list types in your document, if any, and shows them at the bottom of the related list pull-down menu, separated by a thin gray line.

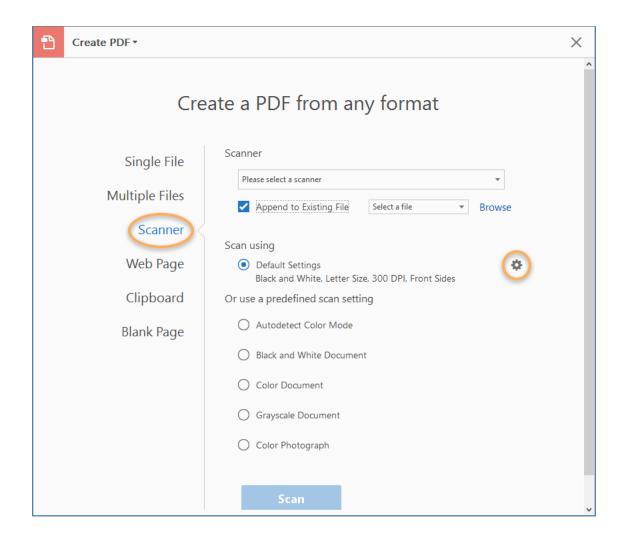


You can also use your keyboard to add a list item. For example, before a paragraph, you can type number 'a' followed by the closing parenthesis ')' and then add one space. Acrobat automatically inserts a numbered list starting with "a)".

Easier scan to PDF

The Scanner tool now has a new simplified interface. The new interface makes it easy for you to quickly scan paper documents to PDFs using the default settings or a preset option. It also makes it easy for you to fine-tune scan settings from the same interface using radio buttons, a gear icon, or both.

To access the Scanner tool, go to Tools > Create PDF > Scanner.



For more information, see Scan documents to PDF.

Use digital IDs

The all-new Certificates tool makes it easier than ever to digitally sign, certify, and verify documents with a digital ID.

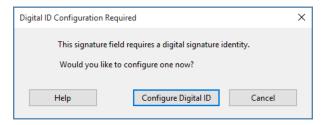
- Get set up easily. Find your existing digital IDs from files, smart cards, or USB token devices and configure them easily for signing.
- Customize your signature appearance. Add valuable information to your signatures, such as a logo, date, location, or signing reason.
- Use your signature image. Draw your signature or upload a scanned image to add it to your digital identity.

New digital ID configuration workflows

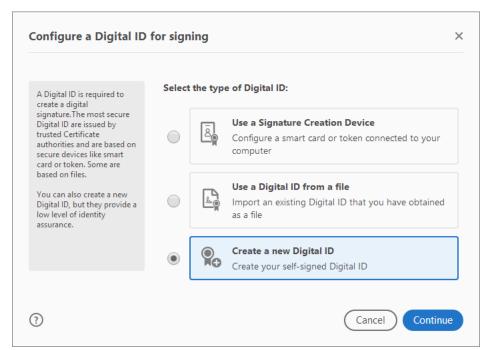
You can use existing digital IDs or create new ones. Based on whether a digital ID is available on your machine or not, you will see one of the two workflows described below.

When no digital ID is available:

1 When you create or click a signature field and no digital ID is available, you see the following prompt.

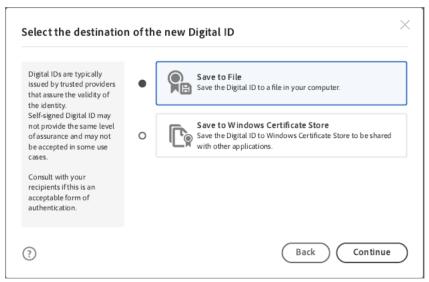


2 Click Configure Digital ID. The Configure a Digital ID for signing dialog is displayed.

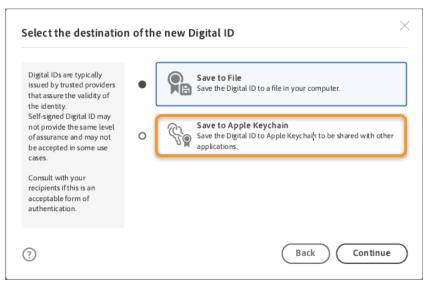


3 Select the type of digital ID desired, click **Continue**, and then follow the wizard to create the ID.

If you select **Create a new Digital ID**, the next set of options are displayed based on your Operating System.



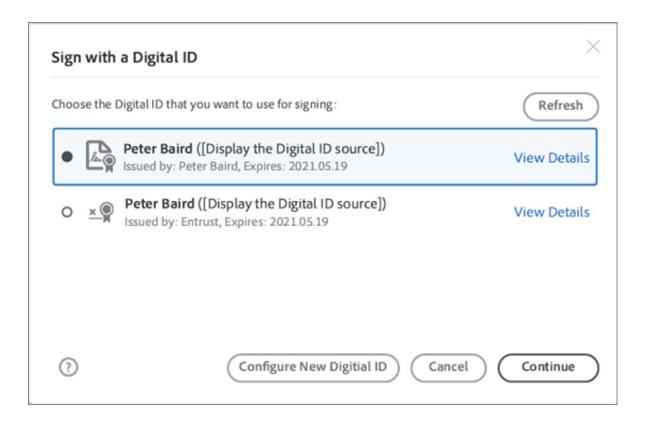
On Windows



On Mac OS, you see a new option - Save to Apple Keychain

When one or more digital IDs are found:

1 When you create or click a signature field and one or more valid digital IDs are available for signing, you see the following dialog box to choose your preferred digital ID.

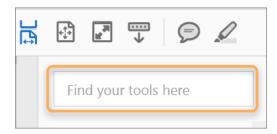


2 Select the desired ID and continue with the signing.

For more information, see Digital IDs.

Improved tools search

Use the enhanced tools search in the right-hand pane to quickly find the tool you need to complete a given task.



Send and manage shared reviews on Mac

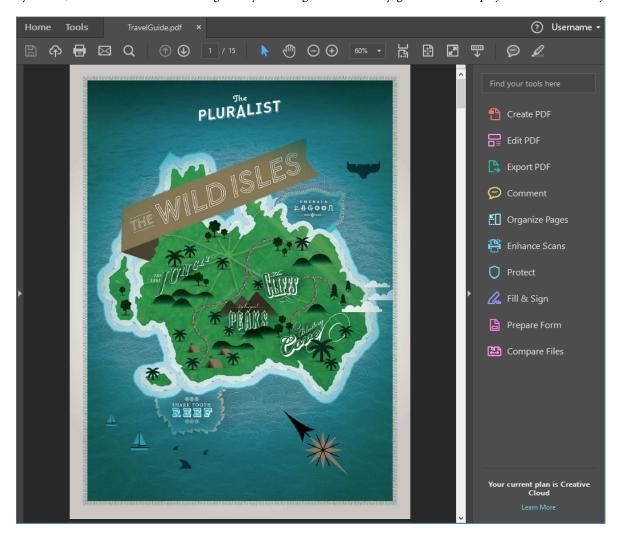
Now you can initiate and participate in SharePoint-based shared reviews on Mac to give and get feedback quickly.

For more information, see Hosting shared reviews on SharePoint or Office 365 sites.

Select a UI theme

In addition to the Light Gray theme, Acrobat and Acrobat Reader now has a new Dark Gray theme, which is in line with other Creative Cloud products, such as Photoshop, Illustrator, and Premiere Pro. This theme provides an attractive visual experience, especially when working with rich colors and designs. It also makes cross-application work simpler than ever.

By default, the theme continues to be Light Gray. To change it to Dark Gray, go to View > Display Theme > Dark Gray.



Enhanced commenting

Give and get fast, clear feedback with all-new commenting tools and an intuitive, touch-friendly interface.

- · Customize the comment toolbar to see the features you use.
- Easily change the color, font, or size of comment text.
- Easily view and navigate through comments. You can organize comments by page, author, date, type, checkmark status, or color. Filters also support quick management of comments.
- Reply to sticky notes with a single-thread that presents all replies to an annotation in one conversation.

- Tap on fillable text fields to bring up the soft keyboard on touch-enabled devices.
- Use keyboard shortcuts for commenting actions, including delete, replace, or add a note to text. When you open the Comment tool, the text markup shortcuts are enabled by default.
- Use the new highlighter pen to mark up scanned documents without needing to run OCR.

Easily change the color, font or size of comment text

Easily discover and modify text highlight color - the Color Picker is available on the Comment toolbar.

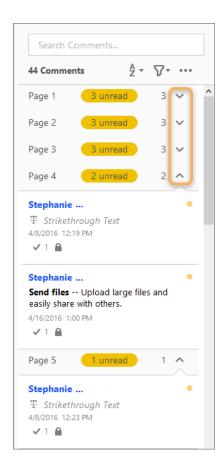


Text formatting tools appear automatically for typewriter and text box tools. The moment you click anywhere on a page, the Text Properties pop-up menu appears below the Comment toolbar.



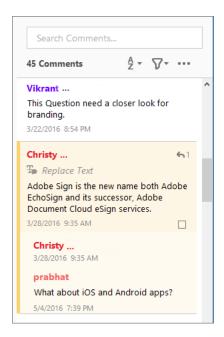
Easily view and navigate through comments

Page-based organization in the comments pane.



Reply to Sticky Notes with a single-thread experience

Each annotation is now equivalent to a conversation and all replies appear like a single-thread experience.

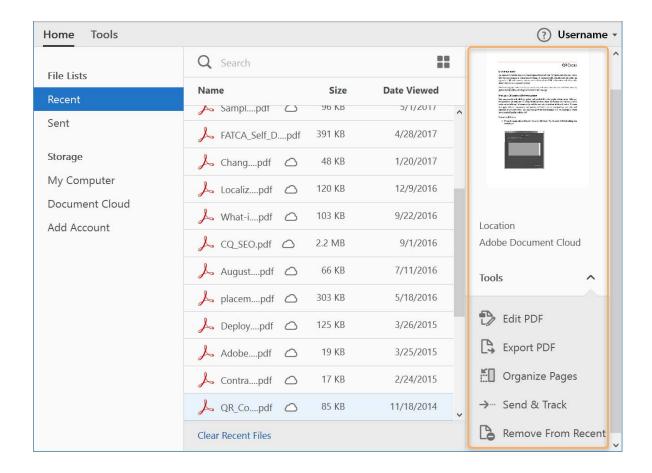


Draw using DirectInk

Acrobat now supports Microsoft's new DirectInk technology. It enables you to use your finger or a hardware pen to draw and write more smoothly on PDFs on Windows 10 devices.

Preview files

Preview files and open popular tools directly from the Home view. When you click a filename in the recent file list, a details panel appears in the right pane showing a thumbnail preview of the file along with frequently used tools. Click to open a tool or select Remove From Recent to remove a file from the recent file list.



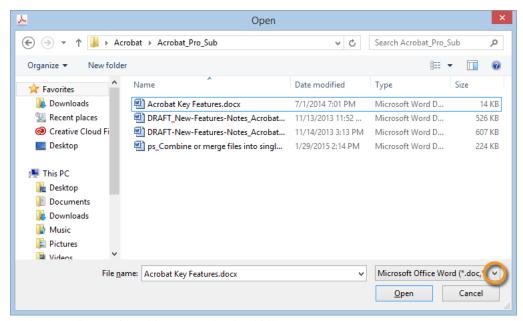
Create PDFs with Acrobat

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.

Note: This document provides instructions for Acrobat DC and Acrobat 2017. If you're using Acrobat XI, see Acrobat XI Help .

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.

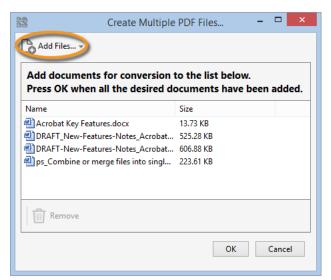
Note: To add a blank page to an existing PDF, open the PDF and then choose **Tools** > **Organize Pages** > **Insert** > **Blank Page**.

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.

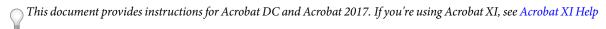


Click Add Files in the dialog box, then choose the files that you want to convert to PDF.

- **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.

Edit text in PDFs

Easily correct, update, and add text to PDF files. Reflow paragraphs and correct typos— without returning to your original source document. Use the Add Text tool to fill in noninteractive PDF forms.



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.

Edit or format text in a PDF

When you edit text, the text in the period of the eflows within its text box to accommodate the changes. Each text box is independent, and inserting text in concept of the next page.

1 Choose Tools > Edit PDF > Edit



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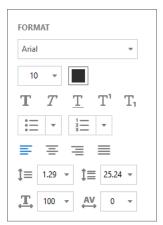
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Outlines identify the text and images you can edit.

- 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 of ist, create new list items, convert an existing paragraph to a list item, convert an existing list item to a particular description on the 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

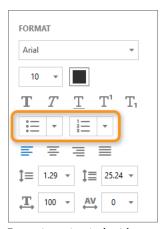
e Click the highlighted list type.

To convert from one list type to another:

f Place the cursor in the list item or select all items in the list.

g

h 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 Pl

ny 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 $\stackrel{\bullet}{+}$, 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.

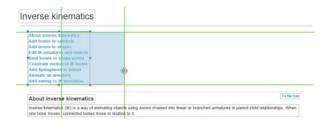
Resizing a text box causes the text to reflow within the new text box boundaries. It does not change the size of the text. To change the font size, see Edit or formula PDF. As with other text edits, resizing is limited to the current page. Text does not flow to the next page.

- 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.

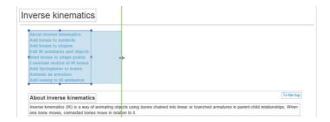
3 Do any of the following:



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.



Resize Place the pointer over a selection handle. When the cursor changes to the Resize pointer 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"). Use the Add Text tool on the **Comment** toolbar to fill in noninteractive forms or to add text to documents you need to sign. Text added with this tool is actually a comment and does not change the original PDF.

Add text to a noninteractive (flat form) PD



- 1 Choose Tools > Comment > Add Text Comment
- 2 Click where you want to add text.
- 3 In the Text Properties toolbar, select the color, font, and font size for the text you want to add.



Text Properties toolbar

Note: If you don't see the Text Properties toolbar, click the Text Properties icon in the Comment toolbar or press CTRL+E.

4 Type the text. Press Enter to add a second line.

5

Edit text in a noninteractive (flat form) PDF

To change the text properties, select the text you want to edit. Use any of the following tools in the Text Properties toolbar:



Use the various options in the toolbar to change text properties

Note: If you don't see the Text Properties toolbar, click the Text Properties icon in the Comment toolbar or press CTRL+E.

- Choose a font from the Font menu.
- Choose a font size from the pop-up menu.
- Choose a color from the **Text Color** menu.

• To change the line spacing (leading), click the Decrease Character Spacing button or the **Increase Character Spacing** button.

Move or resize text in a noninteractive (flat form) PDF

To move or resize a text block, choose **Tools** > Comment > Comment List (in the right pane). In the comment list, click the comment containing the text you want to move or resize. When the bounding box appears, drag the text block or one of its corners.

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 Adobe Reader DC, see What can I do with Adobe Reader DC. If you're using Acrobat XI, see Acrobat XI Help. And, if you're using Acrobat 7, 8, 9, or X see previous versions of Acrobat Help.

Rotate pages

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**, or you can enter the page number you want to perform the operation on.

After spe page range, for Direction, select either counterclockwise 90 Degrees or clockwise 90 Degrees .

4

5 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.

6



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.

Extract pages

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:

5

- 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.

Split PDFs into multiple documents

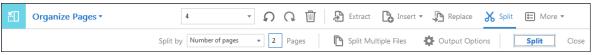
You can split one or more documents into multiple smaller documents. When splitting a document, you can specify the split by maximum number of pages, maximum file size, or top-level bookmarks.

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:

4

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.

- **5** To specify a target folder for the split files and filename preferences, click Output Options. Specify the options as needed, and then click OK.
- **6** (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.

Move or copy pages

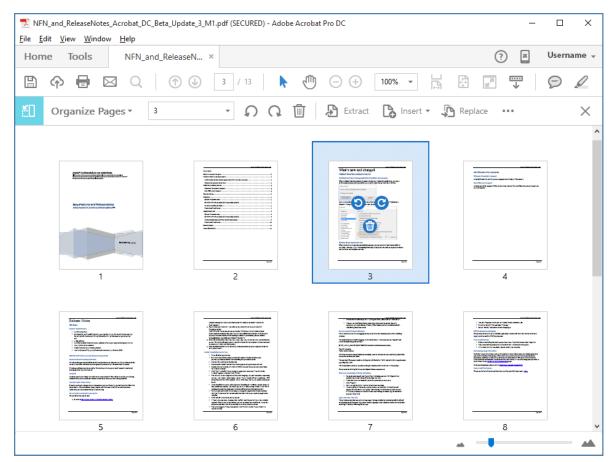
You can use page thumbnails in the Navigation pane or the Document area to copy or move pages within a document and to copy pages between documents.

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.

1

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

- **4** 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.



a page, Ctrl-drag the page thumbnail to a second location.

an also perform the above operations in the left navigation pane by clicking the Page Thumbnails button.

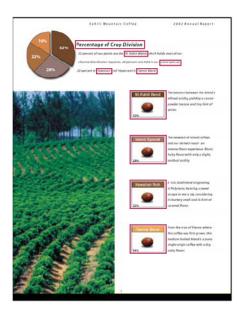
Copy a page between two PDFs, using page thumbnails

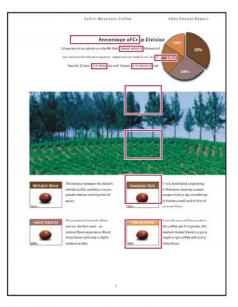
- 1 Open both PDFs, and display them side by side.
 - *Note:* Choose Window > Tile > Vertically to display the PDFs side by side.
- **2** Open the Page Thumbnails panels for both PDFs.
 - Note: Click the Page Thumbnails button in the left navigation pane to open the Page Thumbnail panel.
- **3** Drag the page thumbnail into the Page Thumbnails panel of the target PDF. The page is copied into the document, and the pages are renumbered.

Delete or replace pages

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.

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**, **Landscape 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.

4

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.

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

4 Alternatively, click to select the page or gi

5 Click Delete Pages



*numbnails button in the left navigation pane to open the Page Thumbnail panel, then ges you want to delete.

at the top of the **Page Thumbnails** panel.

Replace the contents of a page

- 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

8 Click OK.

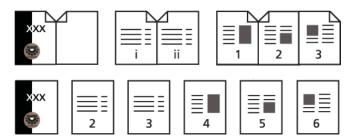
Replace pages using a page thumbnail

- 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.

Renumber pages

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.



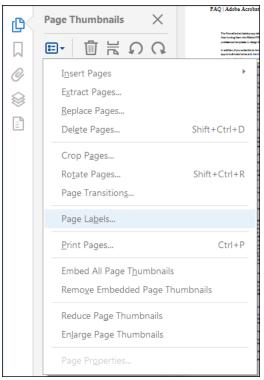
Printed page numbering (top) compared to logical page numbering (bottom)

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.

Convert or export PDFs to other file formats

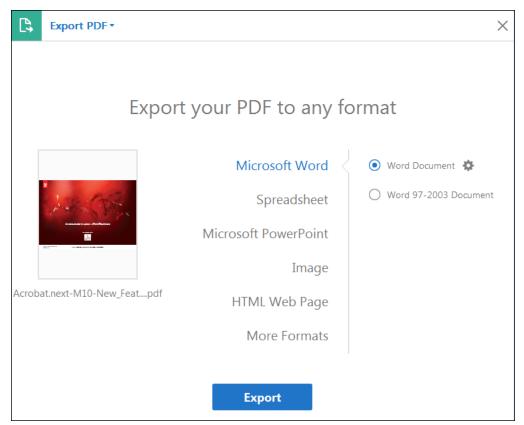
Easily export or convert one or more PDFs to different file formats, including Microsoft Word, Excel, and PowerPoint. The available formats include both text and image formats. (For a full list of conversion options, see File format options .)

 \bigcap This document provides instructions for Acrobat DC and Acrobat 2017. If you're using Acrobat XI, see Acrobat XI Help

Convert PDFs to Word, RTF, spreadsheets, PowerPoint, or other formats

Note: You cannot export PDF Portfolios, or PDFs within them, to other file formats.

1 Open the PDF in Acrobat, and then choose Tools > Export PDF.
The various formats to which you can export the PDF file are displayed.



Choose the format to which you want to export your PDF.

You can also choose File > Export To > [File Type] to export the PDF file to a desired format.

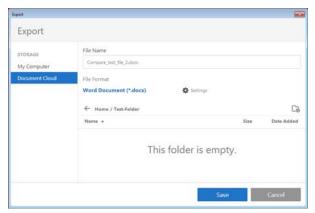
2 Select the file format to which you want to export the PDF file and a version (or format), if available. For example, if you choose to export the PDF file to Word format, you will get an option to export the PDF into Word Document (.docx) or Word 97-2003 Document (.doc) version.

Note: You can configure the conversion settings by clicking the gear icon adjacent to the selected file format. Conversion settings can also be edited by selecting the Convert From PDF category in the Preferences dialog box.

3 Click Export.

4

5 The Export dialog box is displayed.



Export your PDF document to a local folder or Adobe Document Cloud.

7 In the **Export** dialog box, select a location where you want to save the file.

8

9 Click **Save** to export the PDF to the selected file format.

10

By default, the source filename is used with the new extension, and the exported file is saved in the same folder as the source file.

Note: When you save a PDF in an image format, each page is saved as a separate file, and each filename is appended with the page number.

Conversion options

You can configure conversion options before you save the file. By default, the conversion options specified under **Preferences** are used.

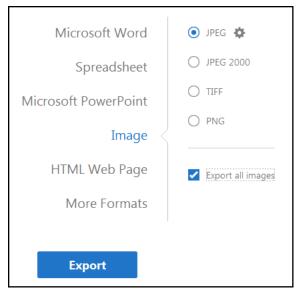
- 1 Choose Edit > Preferences > Convert From PDF.
- 2 Choose a format from the Converting From PDF list, and then click Edit Settings.
- **3** Choose the conversion settings, and then click **OK**.

Export images in a PDF to another format

In addition to saving every page (all text, images, and vector objects on a page) to an image format using the **File** > **Export To** > **Image** > [Image Type] command, you can export each image in a PDF to a separate image file.

Note: You can export raster images, but not vector objects.

- Open the PDF in Acrobat, and then choose Tools > Export PDF.
 The various formats to which you can export the PDF file are displayed.
- 2 Click Image and then choose the image file format that you want to save the images in.



Choose the format that you want to save the exported images in.

- **4** To configure the conversion settings for the selected file format, click the gear icon $^{\bullet}$.
- 5 In the Export All Images As [selected file format] Settings dialog box, specify the File Settings, Color Management, Conversion, and Extraction settings for the file type.

6

7 In the Extraction settings, for Exclude Images Smaller Than, select the smallest size of image to be extracted. Select No Limit to extract all images.

8

9 Click **OK** to return to the return to the **Export Your PDF To Any Format** screen.

10

11 Select the Export All Images option to extract and save only the images from the PDF file.

12

Note: If you do not select the Export All Images option, all pages within the PDF are saved in the selected image file format.

13 Click Export.

14

15 The Export dialog box is displayed.

16

17 In the **Export** dialog box, select a location where you want to save the file.

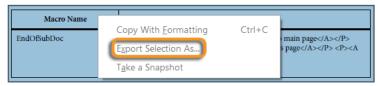
18

19 Click Save to save only the images from the PDF to the selected file format.

Export selections from a PDF to another format

If you need just a part of the PDF file in another format, you don't need to convert the entire file and then extract the relevant content. You can select text in a PDF file and save it in one of the supported formats: DOCX, DOC, XLSX, RTF, XML, HTML, or CSV.

- 1 Use the Select tool and mark the content to save.
- 2 Right-click the selected text and choose **Export Selection As**.



Right-click the selected text, and choose Export Selection As from the pop-up menu.

3 Select a format from the **Save As Type** list and click **Save**.

Navigating PDF pages

Opening pages in a PDF

Depending on the PDF you open, y move forward through ple pages, see different parts of the page, or change the magnification. There are used to the page, but no night items are commonly used:

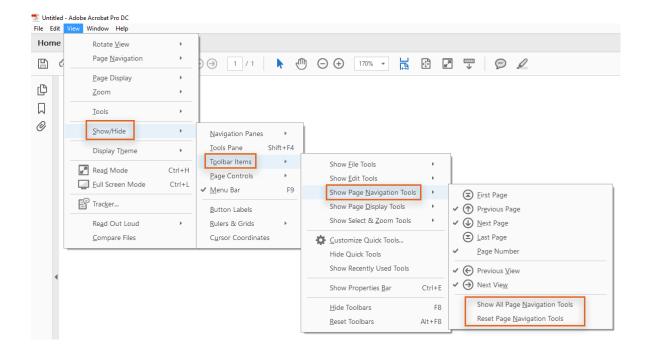
Next and Previous: The Next Page and Previous Page buttons appear in the Page Navigation toolbar. The text box next to them is also interactive, so you can type a page number and press Enter to go directly to that page.

Scroll bars: Vertical and horizontal scroll bars appear to the right and bottom of the document pane whenever the view does not show the entire document. To view other page ent areas of the page, click the arrows or drag.

Select & Zoom toolbar: This toolbar contains buttons a ls for changing the page magnification.

Page Thumbnails panel: The Page Thumbnails button on the left side of the work area opens the navigation pane to the Page Thumbnails panel, which displays thumbnail images of each page. To open that page in the document pane, click a page thumbnail.

Note: If you do not see these items, choose View > Show/Hide > Toolbar Items > Reset Toolbars.



Page through a document

There are many ways to turn pages in a PDF. Many people use the buttons on the Page Navigation toolbar, but you can also the est to move forward and backward through a multipage PDF.

The lation toolbar opens by the default toolbar contains frequently used tools: the Show Next Page and Page Number. Like all toolbars, the Page Navigation toolbar can be hidden and reopened by choosing it in the Toolbars menu under the View menu. You can display more tools on the Page Navigation toolbar by right-clicking the toolbar and choosing an individual tool, Show All Tools, or More Tools and then selecting and deselecting tools in the dialog box.

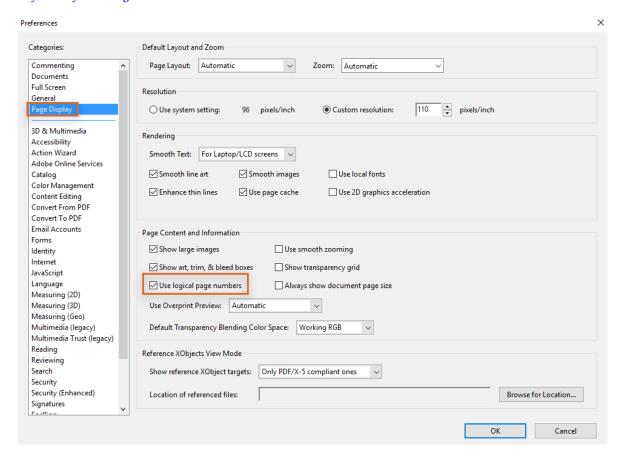
Move through a PDF

- ? Do one of the following:
 - Click the Previous Page or Next Page button in the toolbar.
 - Choose View > Page Navigation > [location].
 - Choose View > Page Navigation > Page, type the page number in the Go To Page dialog box and then click OK.
 - Press the Page Up and Page Down keys on the keyboard.

Jump to a specific page

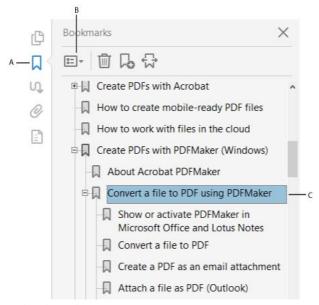
- ? Do one of the following:
 - From Single Page or Two-Up page display view, drag the vertical scroll bar until the page appears in the small pop-up display.
 - To replace the one currently displayed in the Page Navigation toolbar, type the page number and press Enter.

Note: If the document page numbers are different from the actual page position in the PDF file, the page's position within the file appears in parentheses after the assigned page number in the Page Navigation toolbar. For example, if you assign numbering for a file that is an 18-page chapter to begin with page 223, the number shown when the first page is active is 223 (1 of 18). You can turn off logical page numbers in the Page Display preferences. See Renumber pages and Preferences for viewing PDFs.



Jump to bookmarked pages

Bookmarks provide a table of contents and usually represent the chapters and sections in a document. Bookmarks appear in the navigation pane.



Bookmarks panel

A Bookmarks button B Click to display bookmark options menu C Expanded bookmark

- 1 Click the Bookmarks button, or choose View > Show/Hide > Navigation Panes > Bookmarks.
- 2 To jump to a topic, click the bookmark. Expand or collapse bookmark contents, as needed.

Note: Depending on how the bookmark was defined, clicking it does not take you to that location but performs some other action instead.

If the list of bookmarks disappears when you click a bookmark, click the Bookmarks button to display the list again. If you want to hide the Bookmarks button after you click a bookmark, select Hide After Use from the options menu.

Use page thumbnails to jump to specific pages

Page thumbnails provide miniature previews of document pages. You can use thumbnails in the Page Thumbnails panel to change the display of pages and to go to other pages. The red page-view box in the page thumbnail indicates which area of the page appears. You can resize this box to change the zoom percentage.

- 1 To display the Page Thumbnails panel, click the Page Thumbnails button or choose View > Show/ Hide > Navigation Panes > Page Thumbnails
- **2** To jump to another page, click its thumbnail.

Automatically scroll through a document

Automatic scrolling advances your view of the PDF at a steady rate, moving vertically down the document. If you interrupt the process by using the scroll bars to move back or forward to another page or position, automatic scrolling continues from that point forward. At the end of the PDF, automatic scrolling stops and does not begin again until you choose automatic scrolling again.

- 1 Choose View > Page Display > Automatically Scroll.
- 2 Press Esc to stop scrolling.

Retrace your viewing path

You can find PDF pages that you viewed earlier by retracing your viewing path. It's helpful to understand the difference between previous and next pages and previous and next views.

- Previous and next pages refer to two adjacent pages, before and after the currently active page.
- Previous and next view refer to your viewing history. For example, if you jump forward and backward in a document, your viewing history retraces those steep g you the pages you viewed in the reverse order that you viewed them.
- 1 Choose View > Page Navigation > Previous View
- **2** To continue seeing another part of your path, do he following:
 - · Repeat step 1.
 - Choose View > Page Navigation > Next Vie

Note: You can make the Previous View button and Next View button available in the toolbar area by right-clicking the Page Navigation toolbar and choosing them on the context menu, or choosing Show All Tools.

Navigate with links

Links can take you to another location in the current document, to other PDF documents, or to websites. Clicking a link can also open file attachments and play 3D content, movies, and sound clips. To play these media clips, you must have the appropriate hardware and software installed.

The person who created the PDF document determines what links look like in the PDF.

Note: Unless a link was created in Acrobat using the Link tool, you must have the Create Links From URLs option selected in the General preferences for a link to work correctly.

- **1** Choose the Select tool.
- **2** Position the pointer over the linked area on the page until the pointer changes to the hand with a pointing finger. A plus sign (+) or a *w* appears within the hand if the link points to the web. Then click the link.

PDFs with file attachments

If you open a PDF that has one or more attached files, the Attachments panel automatically opens, listing the attached files. You can open these files for viewing, edit the attachments, and save your changes, as permitted by the document authors.

If you move the PDF to a new location, the attachments automatically move with it.

Article threads

In PDFs, articles are optional electronic threads that the PDF author defines within that PDF. Articles lead readers through the PDF content, jumping over pages or areas of the page that are not included in the article. It is the same way that you skim through a traditional newspaper or magazine, following one specific story and ignoring the rest. When you read an article, the page view zooms in or out so that the current part of the article fills the screen.

Open and navigate an article thread

- 1 Click the Hand tool on the Common Tools toolbar.
- 2 To open the Articles panel, choose View > Show/ Hide > Navigation Panes > Articles

Note: You cannot open the Articles panel if you are viewing the PDF inside a web browser. Instead, open the PDF in Acrobat.

3 To go to the beginning of that article, double-click the Article icon. The icon changes to the Follow Article pointer .

Note: If the Articles panel is blank, then the author has not defined any article threads for this PDF.

- **4** With the article thread open, do any of the following:
 - To scroll through the article one pane at a time, press Enter or click in the article.
 - To scroll backward through the article one pane at a time, Shift-click in the article, or press Shift+Enter.
 - To go to the beginning of the article, Ctrl-click within the article.
- **5** At the end of the article, click in the article again.



Exit a thread before the end of the article

- 1 Make sure that the Hand tool is selected.
- 2 Shift+Ctrl-click the page.

The previous page view is restored.

Workspace basics

Workspace overview

Adobe Acrobat user interface has three views - Home, Tools, and Document.

Further, the Document view can have one of the two interfaces - Single Document Interface (view one document at a time) or Multiple Document Interface (tabbed interface for multiple PDFs viewing).

Home This is the gateway or the landing page when you don't have a PDF opened in Acrobat.

Tools This is the go to place to discover the tools that's available in Acrobat. All Acrobat tools are shown in this view.

Document This is the default view whenever a document is opened in Acrobat. When you open multiple documents, each document opens as a tab in the same application window.

Home view

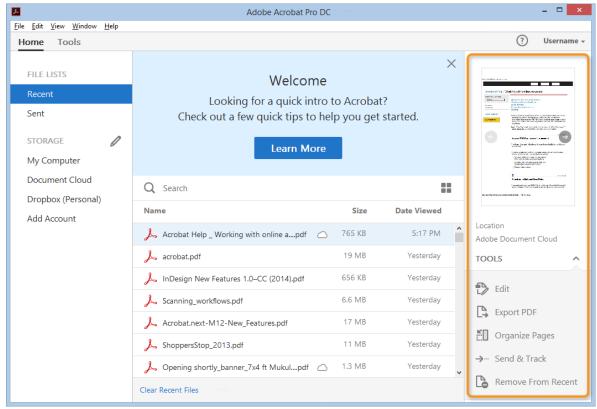
This is the gateway or the landing page when you don't have a PDF opened in Acrobat. When you launch Acrobat or Reader, you see a welcome message with the Learn More button pointing to a quick introduction document.

The Home view displays file lists and storage accounts.

- · File Lists: Shows Recent and Sent files views. All your recently accessed files are displayed in the Recent files view, and all the files that you sent using Adobe Send & Track and Send for Signature are displayed in the Sent files view.
- · Storage: It lists various places or accounts from which you can open and work on files from within Acrobat or Reader - My Computer, Document Cloud, and Add Account(a SharePoint or Dropbox account).

Recent files view

In the Recent files view, you can see your recently used files. For a selected file, a details panel appears on the right showing a thumbnail preview of the file, its location, and a list of frequently used tools.



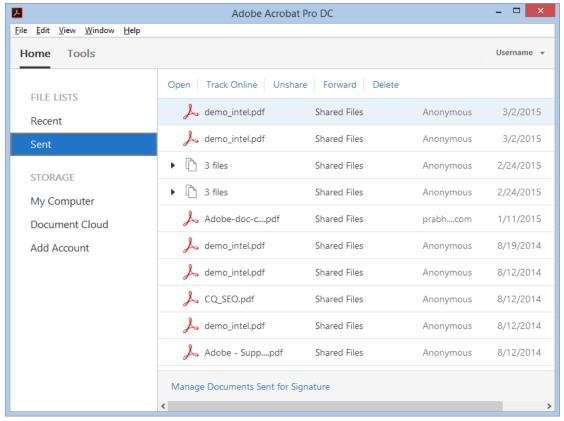
Home > Recent files view

For local files, you can click the location in the details panel to open the folder in Explorer. However, you cannot open the location if it's Adobe Document Cloud or Dropbox.

The Remove from Recent option in the details panel allows you to selectively remove files from the Recent files list.

Sent files view

In the Sent files view, you can track and manage your sent files online. The available options are displayed when you choose a file in the right pane. You can also manage your files sent for signature using the **Manage Document Sent for Signature** link at the bottom in the right pane.



Home > Sent files view

Storage - Document Cloud, Dropbox, and SharePoint

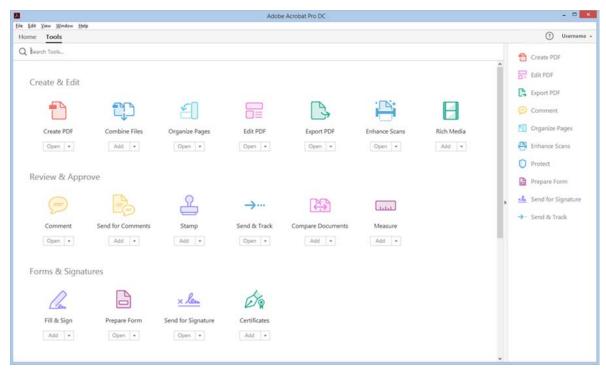
Storage lists offline and online places from where you can access your files. Apart from your local computer, you can access files:

- Stored securely in Adobe Document Cloud using the **Document Cloud** link in the left pane.
- From your online accounts, such as Dropbox and Microsoft SharePoint. You can add SharePoint or Dropbox
 accounts using the Add Account link in the left pane. For more information, see Connect your online storage
 accounts to access files in Acrobat.

Tools center

This is the go to place to navigate and discover tools available in Acrobat/Reader. All the tools are listed by categories. When you choose a tool, the tool-specific commands or toolbar appears in the document view if a file is opened.

You can also open some tools even without opening a document. If the tool requires a document to be open, choosing a tool prompts you to select a document.

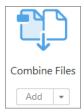


Tools center lists all tools by categories. Shortcuts of tools appear in the right pane.

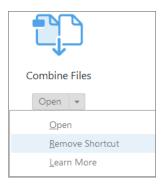
Note: A new custom tool is displayed in the **Customize** category. All third-party plug-ins are displayed in a new category named **Add-ons**.

Add or remove shortcuts of tools in the right pane

To add a shortcut of a tool in the right pane, click the **Add** button below the tool name.



To remove the shortcut of a tool from the right pane, click the Down Arrow button next to Open below the tool name, and then choose **Remove Shortcut**.



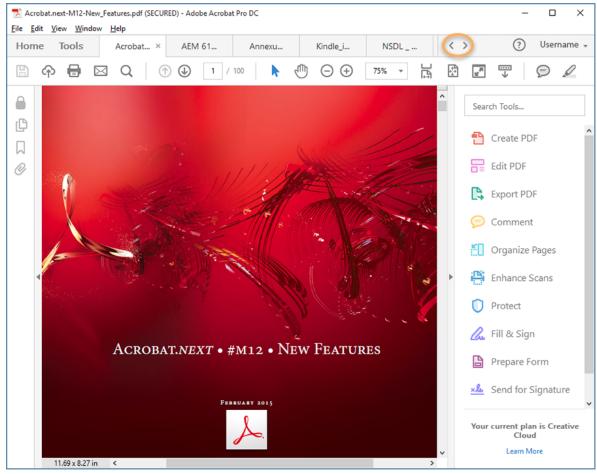
Alternatively, to remove the shortcut, click the cross button for the shortcut in the right pane.



Document view

By default, you see tabbed interface for multiple PDFs viewing. When you open multiple PDFs, each PDF opens as a tab in the same application window. You can switch among the tabs from the top – tab name shows the name of the file opened in the tab. A previous button and a next button are displayed towards right to navigate through document tabs when the number of documents are high and don't fit the document view.

The menu bar and the toolbar are visible at the top of the work area. The work area for the stand-alone application includes a document pane in the middle, a navigation pane on the left, and tools or task pane on the right side. The document pane displays PDFs. The navigation pane on the left side helps you browse through the PDF and perform other options on PDF files. Toolbars near the top of the window provide other controls that you can use to work with PDFs.



Tabbed document view for multiple PDFs viewing

If you want to switch off the tabbed view and go back to the single document view, go to Edit > Preferences > General, and then clear the checkbox for the preference - **Open documents as new tabs in the same window (requires restart)**. Restart Acrobat.

Menus and context menus

Ordinarily, it's a good idea to keep the Acrobat menus visible so that they are available as you work. It is possible to hide them, using the View > Show/Hide > Menu Bar command. However, the only way to display and use them again is by pressing F9 (Windows) or Shift+Command+M (Mac OS).

Unlike the menus that appear at the top of your screen, context-sensitive menus display commands related to the active tool or selection. You can use context menus as a quick way to choose commonly used commands. For example, when you right-click the toolbar area, that context menu displays the same commands as the View > Show/Hide > Toolbar Items menu.

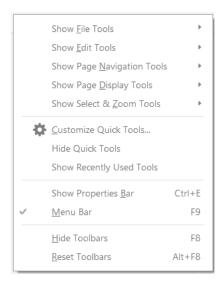
- 1 Position the pointer over the document, object, or panel.
- **2** Click the right mouse button.

Note: (Mac OS) If you don't have a two-button mouse, you can display a context menu by pressing the Control key as you click with the mouse.

Toolbars

Initially, you may not see various tools in the toolbar. You can add tools to the toolbar for easy access.

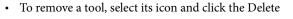
To add tools in the toolbar, right-click an empty space in the toolbar and choose the tools that you want to appear in the toolbar.

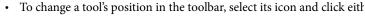


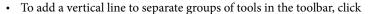
Quick tools

You can add tools you use frequently from the Tools to the Quick Tools toolbar.

- 1 Right-click an empty space in the toolbar and choose **Customize**
- 2 In the Customize Quick Tools dialog box, do any of the
 - To add a tool, select it in the left pane and click the $\ensuremath{\mathsf{U}}$







Common Tools

You can add tools to the Common Tools toolbar.

- 1 Right-click an empty space in the toolbar.
- **2** Select a tool from the menu.
- **3** To remove a tool from the toolbar, right-click the tool and deselect it from the menu.

Hide and show toolbars

When your work does not involve using the tools in a toolbar, you can close the toolbar to tidy up the work area. If several PDFs are open, you can customize the toolbars for each PDF independently. The different customized states persist as you switch between PDFs.

icon.

- To hide all toolbars, choose **View** > **Show**/**Hide** > Toolbar Items > **Hide Toolbars**.
- To return toolbars to their default configuration, choose View > Show/Hide > Toolbar Items > Reset Toolbars.

right



If you have hidden all the toolbars, you can show them again by pressing F8.

Select a tool

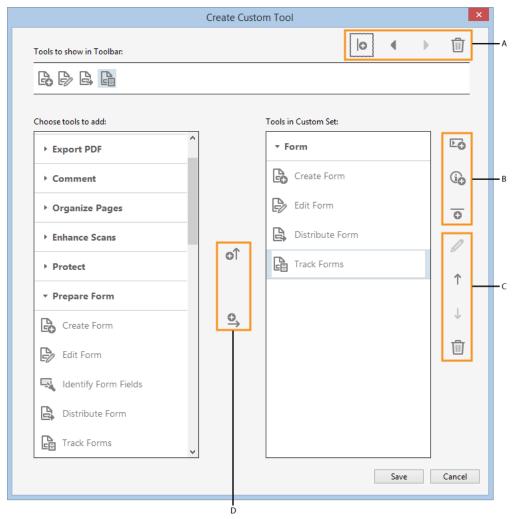
By default, the Select tool is active when Acrobat opens, because it is the most versatile tool.

- ? Do one of the following:
 - · Select a tool in a toolbar.
 - Choose View > **Show/Hide** > Toolbar Items > [toolbar name] > [tool].

Create custom tools

You can assemble your own customized collection of Acrobat features, then save it and share with others. It allows you to quickly access the tools and commands you use the most.

- 1 Choose Tools > Create Custom Tool.
- **2** To the Toolbar, do any of the following:
 - ol to the toolbar, click the panel on the left, select the tool, and icon.
 - To remove a tool from the toolbar set, select its icon, and click the Delete
 - ige a tool's position in the toolbar, select its icon, and click either the move left icon.
 - To add a vertical line to separate groups of tools in the toolbar, click the Add Vertical Line icon.



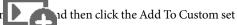
Create Custom Tool dialog box

A Arrange or delete tools in the Tool's Toolbar B Add custom panels, instructions, or divider line between tools C Rename, arrange, or delete tools D Add to Tool's Toolbar above or Custom Tools set on the right

3 To customize tools in the Custom set, do any of the following:

4

• To add a tool in the Custom set, click the panel or



icon.

To create your own panel, click the Add Section

icon on the right. Give the panel a name, and click

ol to a panel, select the panel on the right, select the too fit, and click the Add To Custom set icon.

• To remove a tool from the set, select its icon and click the Delete

To change the position of a tool, select it on the right, and click the Up icons.

Down

Arrow

• To add a horizontal line to separate groups of tools, click the Add

• To edit instructions or section name, select it, and click the Edit



5 When your tool set is complete, click **Save**, type its name, and click **Save** again.

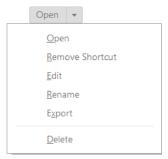
6

The created custom tool is added to the Tools center. To open the tool, choose **Tools** > [custom tool name].

Edit, delete, rename, or share a custom tool

You can edit, rename, copy, delete, rearrange, or share tool sets. You can specify the order the tool sets appear in the Customize menu by moving them up or down in the list. You can share tool sets with your workgroup using the Import and Export options.

• Choose **Tools** > [custom tool name] > click the Down Arrow button and then choose an appropriate option.



Options to manage a custom tool

Navigation pane

The navigation pane is an area of the workspace that can display different navigation panels. Various functional tools can appear in the navigation pane. For example, the Page Thumbnails panel contains thumbnail images of each page; clicking a thumbnail opens that page in the document.

When you open a PDF, the navigation pane is closed by default long the left side of the work area paccess to various panels, such as the Page Thumbnails button and the Bookmarks panel button When Acrobat is open but empty (no PDF is open), the navigation pane is unavailable.

Show or hide the navigation pane

- 1 To open the navigation pane, do one of the following:
 - Click any panel button on the left side of the work area to open that panel.
 - Choose View > Show/Hide > Navigation Panes > Show Navigation Pane.
- **2** To close the navigation pane, do one of the following:
 - Click the button for the currently open panel in the navigation pane.
 - Choose View > Show/Hide > Navigation Panes > Hide Navigation Pane.

Note: The creator of the PDF can control the contents of some navigation panels and may make them empty.

Change the display area for navigation panels

All navigation panels, such as Bookmarks, appear in a column on the left side of the work area.

- To change the width of the navigation pane, drag its right border.
- To view a different panel, on the left side of the navigation pane, select the button for the panel

Options in a navigation panel



All navigation panels have an options menu menus vary.

in the upper-left corner. The commands available in these

Some panels also contain other buttons that affect the items in the panel. Again, these buttons vary among the different panels, and some panels have none.

Set preferences

Many program settings are specified in the Preferences dialog box, including settings for display, tools, conversion, signatures, and performance. Once you set preferences, they remain in effect until you change them.

- 1 Choose **Edit** > Preferences (Windows) or Acrobat / Adobe Acrobat Reader > Preferences (Mac OS).
- **2** Under Categories, select the type of preference you want to change.

Restore (re-create) preferences

Restore the Acrobat Preferences folder (Windows)

Restore the Acrobat Preferences folder to eliminate problems that damaged preferences cause. Most preference problems are caused by these file-based preferences, although most Acrobat preferences are stored within the registry.

Note: This solution removes custom settings for Collaboration, JavaScripts, Security, Stamps, Color Management, Auto Fill, Web Capture, and Updater.

- 1 Quit Acrobat.
- **2** In Windows Explorer, go to the Preferences folder:
 - (Windows 10, 8, or 7) C:\Users\[username]\AppData\Roaming\Adobe\Acrobat\[version]
 - In Windows 10 or 8, if you cannot see the AppData folder, click the **View** menu on the ribbon in Windows Explorer and select the **Hidden items** checkbox under **Show/Hide**.
- **3** Move the Preferences folder to another location (for example, C:\Temp).
- 4 Restart Acrobat.

If the problem recurs after you restore the Acrobat Preferences folder, then the problem isn't related to the Preferences folder. To restore custom settings, drag the folder you moved in step 2 back to its original location. Then click Yes To All to replace the new Preferences folder.

Restore the Acrobat preferences files (Mac OS)

Restore the Acrobat preferences files to eliminate problems caused by a damaged preferences file.

Note: Re-creating the Acrobat preferences files restores settings to their defaults.

- 1 Quit Acrobat.
- 2 Drag the following files from the Users/[Username]/Library/Preferences folder to the Desktop:
 - · Acrobat WebCapture Cookies
 - com.adobe.Acrobat.Pro.plistor com.adobe.Acrobat.Pro_x86_9.0.plist
 - · Acrobat Distiller Prefs and com.adobe.Acrobat.Pro.plist (if you are troubleshooting an issue with Distiller)