

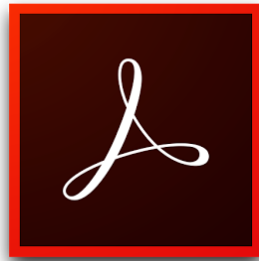


Adobe™ Acrobat™

ITS Lunch & Learn

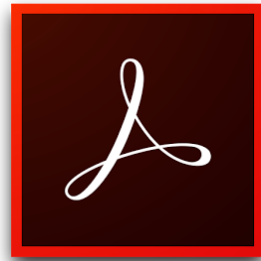
April 15, 2016

Adobe DC

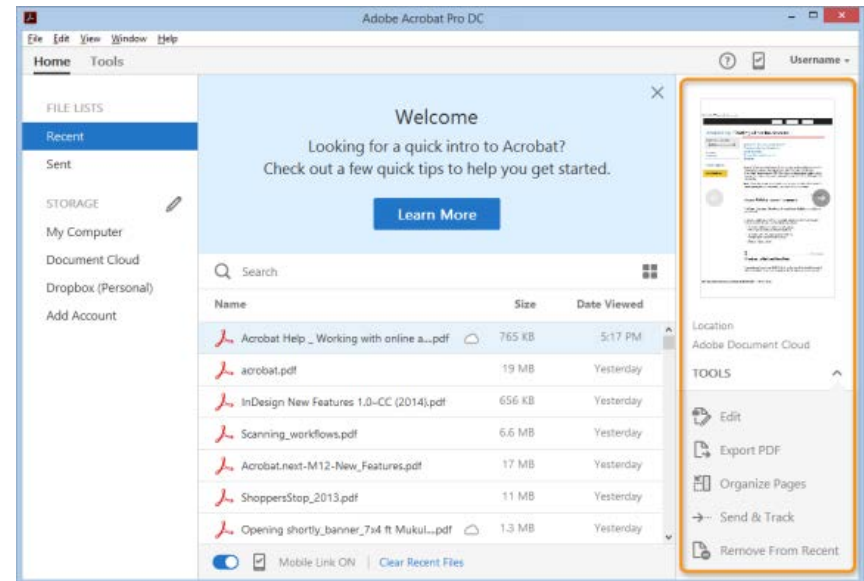


- Adobe Acrobat DC is the latest version of Acrobat.
- All-new Acrobat DC is totally reimagined with a simple user experience.
- The new Tool Center offers quick access to the tools you use most.
- Tool Search allows you to quickly find the tool you need by just asking for it.

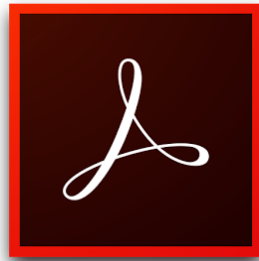
Acrobat DC Workspace



- Adobe Acrobat DC user interface has three views - Home, Tools, and Document.
- **Home:** This is the gateway or the landing page when you don't have a PDF opened in Acrobat DC.
- **Tools:** This is the go to place to discover the tools that's available in Acrobat DC. All Acrobat DC tools are shown in this view.
- **Document:** This is the default view whenever a document is opened in Acrobat DC. When you open multiple documents, each document opens as a tab in the same application window.

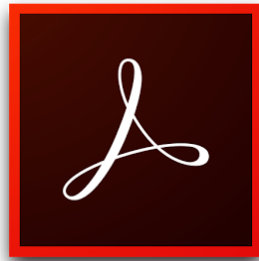


Creating and Converting



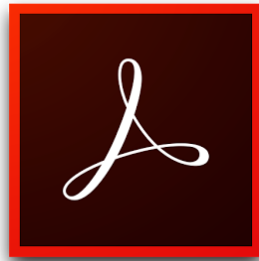
- There are various ways to create a PDF file using Acrobat DC. Generate a PDF quickly by using menu commands, dragging-and-dropping files onto the Acrobat DC application icon, or converting clipboard data.
- Acrobat makes it simple to create from a paper document by scanning or convert an existing digital document to PDF

Forms



- You can use Acrobat DC to create forms using one of the following methods:
- Convert an existing electronic document (for example an Adobe PDF, Microsoft Word, or Excel document) to a PDF form.
- Scan a paper form to convert it to a PDF form.
- After you convert an existing document to a PDF form, you can add fields to it to convert it to an interactive form.
- An interactive form can be filled out on a computer and submitted through an Internet or local network connection.

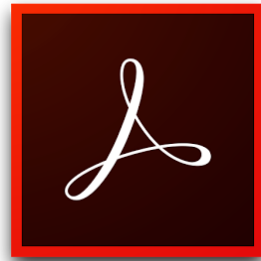
Editing PDFs



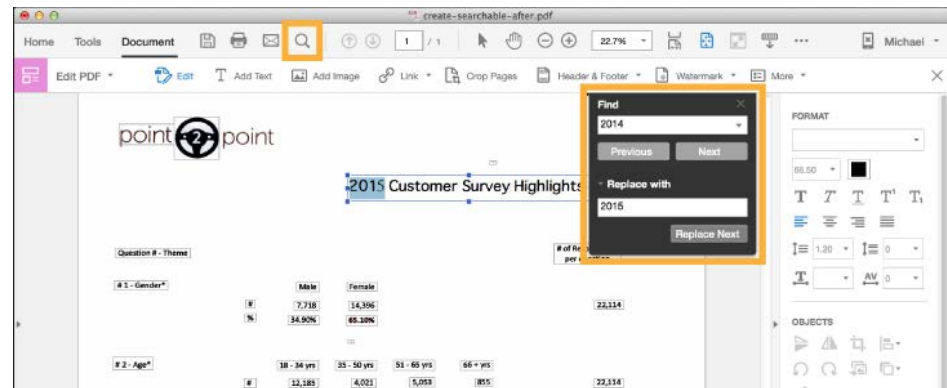
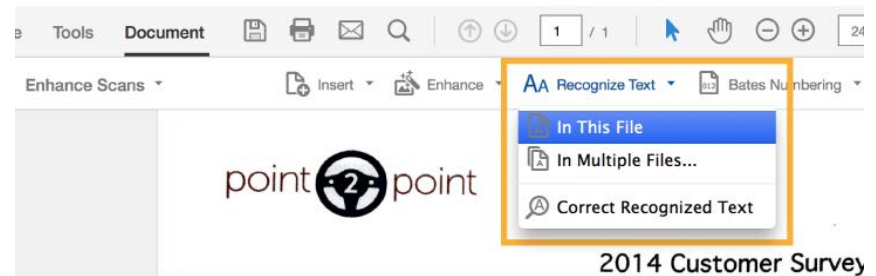
- The Edit Text & Images tool lets you replace, edit, or add text to a PDF. You can correct typos, change fonts and typeface size, adjust alignment, add superscripts or subscripts, and resize text or paragraphs.
- Resize, move, or replace images— without returning to your original source document.



Recognizing Text

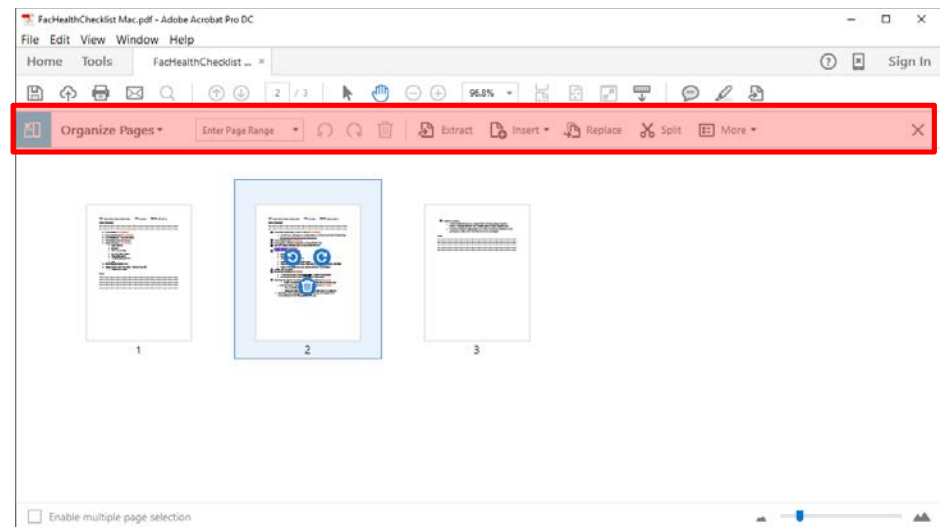


- Make your PDFs machine readable by recognizing text.
- Machine readable text makes your PDF searchable.
- Moving into Edit mode makes this conversion automatically.

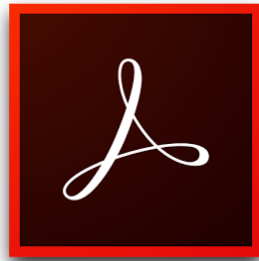


Organizing Pages Tool

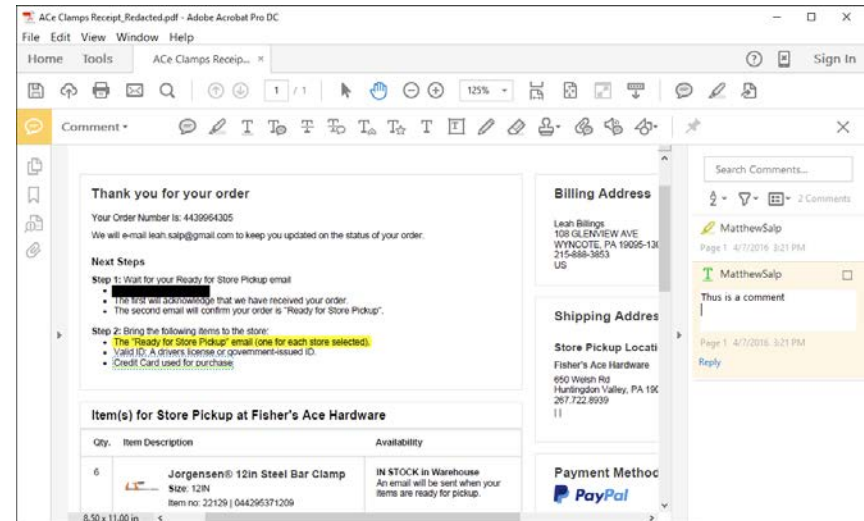
- **Extraction** is the process of reusing selected pages of one PDF in a different PDF. Extracted pages contain not only the content but also all form fields, comments, and links associated with the original page content.
- Use the **Combine Files** tool to merge Word, Excel, PowerPoint, audio, or video files, web pages, or existing PDFs. Acrobat DC lets you preview and arrange the documents and pages before creating the file.

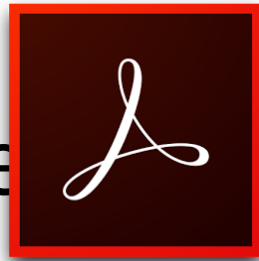


Marking Up Text



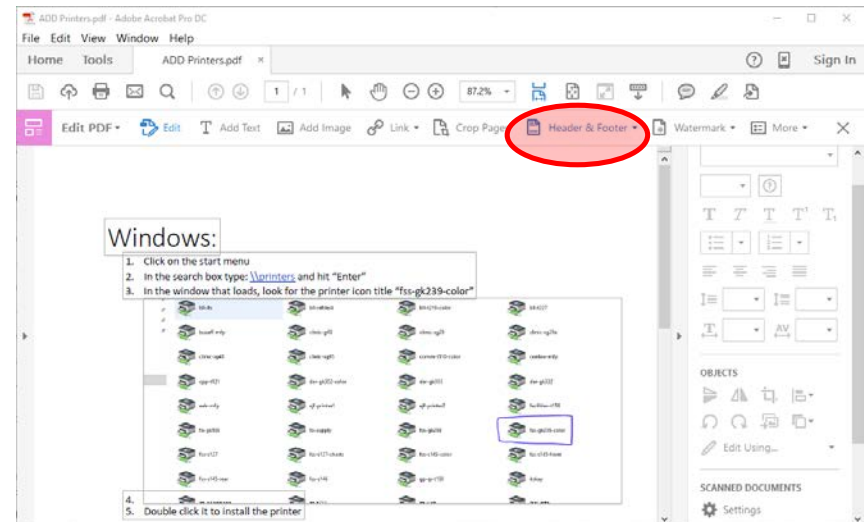
- Add emphasis by highlighting text.
- DC makes it simple to permanently redact portions of text.
- Add comments to a PDF to effectively communicate with collaborators.



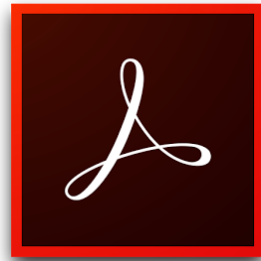


Headers, Footers and Page Numbers

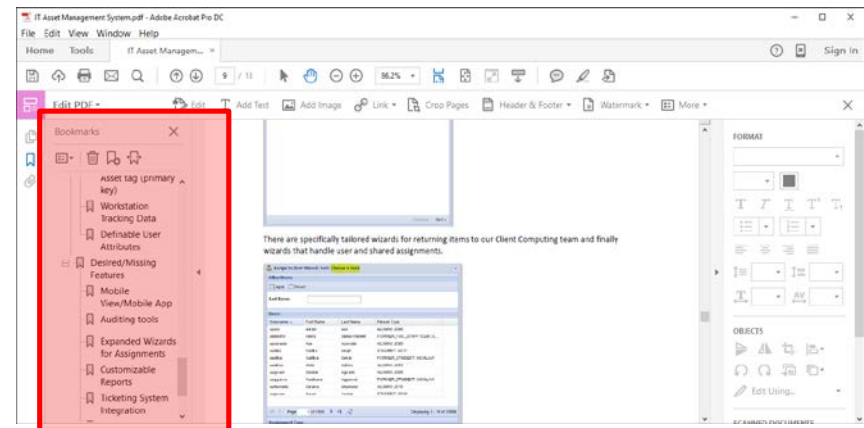
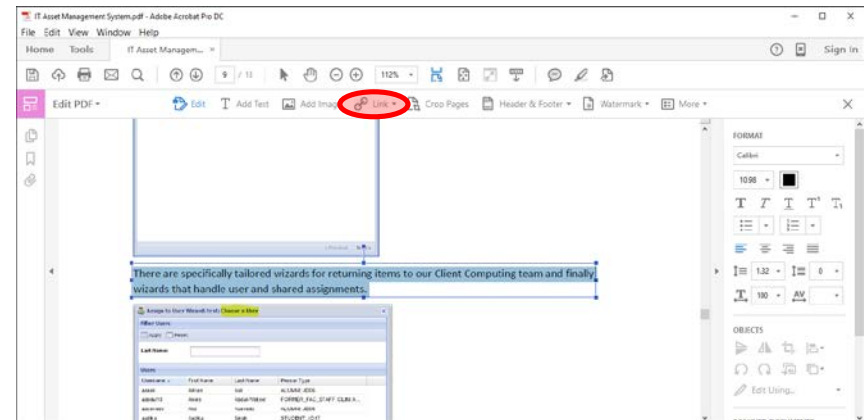
- You can easily add page numbers to the header or footer in Edit Mode
- The header and footer menu also give you the ability to add header/footer text and adjust location of the header and footer.



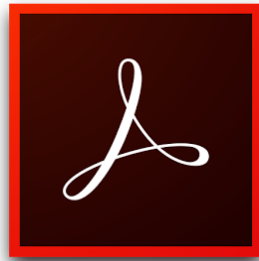
Bookmarks and Links



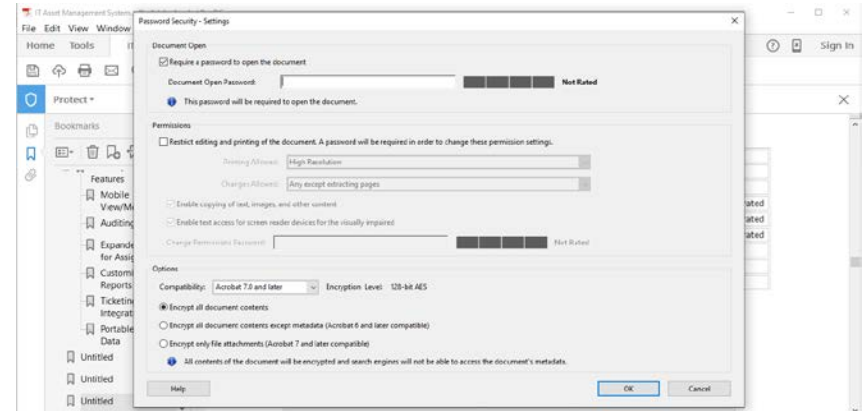
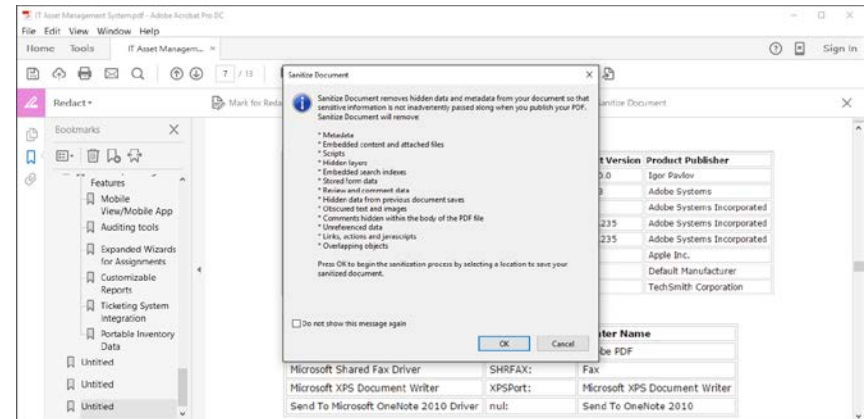
- Create links simply by highlighting text and adding a link just as you would in Word or Outlook.
- Bookmarks allow you to make large PDFs easily navigable.
- Bookmark in DC store what you are looking at at that moment.
- Set the Bookmarks pane to load when a file is open for easy navigation.



Sharing Preparation



- Before sending or sharing your PDF you may want to remove any identifying information on the document.
- Simple “Sanitize” the document to remove everything from comments to metadata.
- If the PDF contains sensitive information it may be advisable to add a password to the PDF to keep it from being viewed by



Questions?

- ***We are here to help!***
 - Email: itshelp@law.upenn.edu
 - Phone: (215) 898-9140
 - <https://www.law.upenn.edu/its>