

CHAPTER 1

InFocus

STARTING WITH ADOBE DC

Adobe Acrobat DC integrates Adobe's **Document Cloud** platform and provides desktop and mobile apps and services.

Acrobat DC lets you convert content from many disparate sources into one common file format known as **PDF (portable document format)**. When you convert a file to PDF, the look and content of the original (including fonts and graphics) is preserved. Acrobat DC provides a plethora of tools and features for editing PDF files, creating fillable PDF forms, storing and sharing files online, and electronically sending, tracking and confirming delivery of documents.

Adobe also offers a free program, Adobe Reader DC, to provide universal access to PDF documents.

In this session you will:

- ✓ gain an understanding of **Adobe Acrobat DC** and **PDFs**
- ✓ gain an understanding of the **Adobe Document Cloud**
- ✓ gain an understanding of the **Adobe Document Cloud**
- ✓ learn how to start **Acrobat Dc** in **Windows 10**
- ✓ gain an understanding of views
- ✓ gain an understanding of **Home** view
- ✓ gain an understanding of the **Tools View**
- ✓ gain an understanding of the **Document** view
- ✓ learn how to open an existing **PDF** file
- ✓ gain an understanding of the **Adobe Account**
- ✓ learn how to exit **Acrobat**.

UNDERSTANDING ACROBAT AND PDFs

Acrobat DC lets you create, edit, sign, share and track PDF files. A **PDF file** is a file that has been converted from its original format (such as a Word *docx* document) to **PDF (Portable**

Document Format). One main reason to convert files to PDF is that the PDF looks identical to the original file and anyone with Acrobat Reader can open it but not edit it unless explicitly allowed.

What Is PDF?

PDF, or **Portable Document Format**, is a universal file format that was developed by Adobe Systems for preserving the fonts, formatting, layout, colours and graphics of any source document to enable accurate and secure sharing with others. PDF is the standard for the secure and reliable distribution and exchange of electronic documents and forms worldwide.

As the name implies, PDF files are **portable**. This means that if you create a document on an Apple Mac computer using generic Mac fonts and then convert it to a PDF file, you can view this PDF file, complete with the page layout, graphics and fonts intact, on a Windows computer or even an iOS or Android device.

PDF documents are compact, and can be shared, viewed, navigated and printed exactly as intended by anyone using **Acrobat Reader**. Acrobat Reader is free and available for all platforms: Mac and PC desktops, iOS devices (including iPhones and iPads) and Android devices.

What Is Adobe Acrobat DC?

One of the great frustrations of computing is receiving a document or picture and not being able to view it or print it because you have neither the program that created it nor a program to adequately convert it the file.

Adobe Acrobat was developed to help overcome this issue. It was created to act as a universal recipient, accepting a range of file and graphics formats, regardless of the application or platform in which they were created, for conversion to its **Portable Document Format (PDF)**.

However, converting documents to PDF is not the only thing that you can do with Acrobat. Using Acrobat DC you can:

- create PDF documents which maintain fidelity to the original document – page layout is preserved, fonts are embedded so the type is perfectly rendered, line breaks and text flow are conserved, and images are rendered identically
- create PDF documents from within Microsoft Office applications and other applications (such as browsers, Notepad, graphics applications and more)
- merge and combine documents, spreadsheets, emails and more into a single PDF document
- edit and enhance PDF documents such as spell checking them, adding or deleting text from lists, changing images, and more
- permanently remove and redact confidential or sensitive data from the PDF content (including metadata) so that the recipients cannot see or access the content
- edit scanned documents using fonts that match the original text
- store and securely share files online using Adobe Document Cloud services
- add copy and editing protection to a PDF or include a password to protect your PDF from unauthorised access
- create fillable forms
- convert a scanned paper-based form, a form created in Word, Excel or another application, or an existing PDF form into a fillable PDF form
- insert audio files, video files and interactive objects into PDFs
- send, track, manage and store signed documents
- reverse engineer PDFs to generate Word, Excel and PowerPoint files for easy editing, using fonts that look identical to the original document
- collect e-signatures from others and track responses in real time.

UNDERSTANDING ADOBE ACROBAT APPS AND SERVICES

The **Document Cloud** provides a set of tools that let you access PDFs via Acrobat mobile apps or a computer's browser. Central to the **Document Cloud** is Acrobat DC. However, the functions and

services included depend on whether you have the Acrobat Standard DC or Acrobat Pro DC version (and either a perpetual license or subscription), or the free Acrobat Reader DC.

Adobe Document Cloud

Adobe Document Cloud provides a new way to work with PDFs from anywhere – on your computer at home or at work, or on the go with your mobile device. As well as providing online file management and storage for your PDFs, the **Document Cloud** provides **e-signing** services to everyone. Anyone with Acrobat Reader DC can fill in and sign PDFs, and individuals who have an Acrobat DC subscription can request signatures from others, then track, manage and archive signed documents securely.

The **Document Cloud** also provides a broad range of online services. Free services include the ability to perform simple document signing with the **Fill & Sign** tool, store and share files online, and access recently viewed files across desktop, web and mobile. Paid services include the ability to create, combine, edit, export and organise PDFs using a browser and/or mobile device. With a subscription user can also quickly create PDFs using a mobile device such as a tablet or smartphone.

Note: You cannot open a file saved to the Document Cloud by selecting **File > Open** in Acrobat or via File Explorer. To open it you must either display the **Home** view in Acrobat and access **Document Cloud** under **Files**, or browse to **acrobat.com** and sign in to your account.

Acrobat Reader DC

Acrobat Reader DC is a free PDF viewer available for both Windows and Mac. It lets you view, search, print and annotate virtually any type of PDF file. In addition, you can fill out forms and sign PDFs. Because it is connected to the Adobe **Document Cloud**, anyone can work with PDFs on their computer or mobile device when they enable **Mobile Link** (see below).

Acrobat Standard DC

Acrobat Standard DC (Windows only) is ideal for users who need to create, edit and share PDFs. You can convert Microsoft Office documents to PDF and export from PDF to editable Word, Excel and PowerPoint files; edit text and images in a PDF and set up a comment and review cycle; create fillable forms and password protect sensitive documents; and combine multiple documents into a single PDF. With a subscription, you can additionally combine multiple documents through a browser, send documents for signature and track their progress.

Acrobat Pro DC

Acrobat Pro DC (Windows and Mac) is ideal for a wide range of users, including architects, engineers and graphic designers as it includes the ability to convert Project, Visio and AutoCAD files to PDF. As well as all of the features included in the **Standard** version, you can automatically convert scanned images to editable PDFs, add audio and video content and redact sensitive content. With a subscription you can also add the ability to edit PDF files on a tablet, combine documents in a browser, send and track large documents and track and collect signatures. You will also receive automatic updates for bug fixes and new features.

Mobile Apps

There are several free mobile apps available for Android, iOS and Windows Phone devices, including the **Adobe Acrobat DC** mobile app and the **Adobe Fill & Sign DC** mobile app.

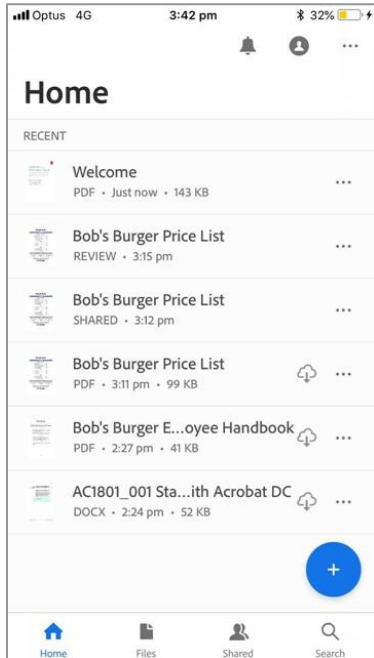
The **Acrobat DC** mobile app allows you to view, edit and add comments to PDF files on a mobile device. To enable this functionality, you will first need to switch on **Mobile Link**. You will then be able to open recently viewed PDFs on other computers or mobile devices, regardless of where you last viewed them. For example, you can open a PDF on one device, such as your laptop, and then continue working on it elsewhere – your desktop computer, tablet or smartphone. If you have an **Acrobat Pro DC** subscription you can additionally edit PDFs on a tablet.

The **Fill & Sign DC** mobile app allows anyone to fill in, sign and send forms. If you sign documents frequently or fill in a lot of forms, you can do so faster by using reusable text from your personal autofill collection. You can sign forms by typing or drawing your signature or using an image. You can use the **Fill & Sign DC** app by itself or when you are working in the **Acrobat DC** mobile app. Document Cloud subscribers with a Pro-level plan can use the **Fill & Sign DC** mobile app to convert a photo of a form to a fillable PDF form.

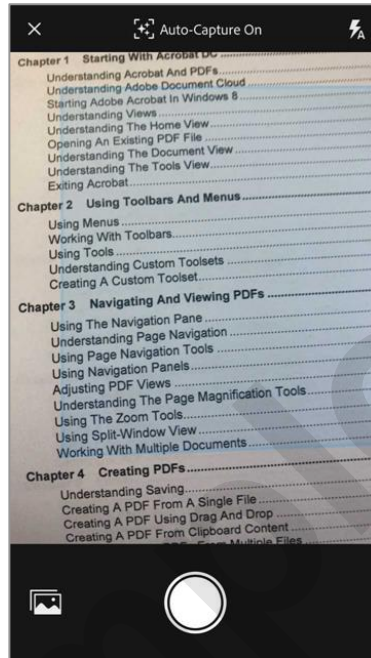
UNDERSTANDING ACROBAT MOBILE APPS

The **Document Cloud** provides a set of tools that let you access PDFs via Acrobat mobile apps or a computer's browser. Central to the **Document Cloud** is Acrobat DC. However, the functions and

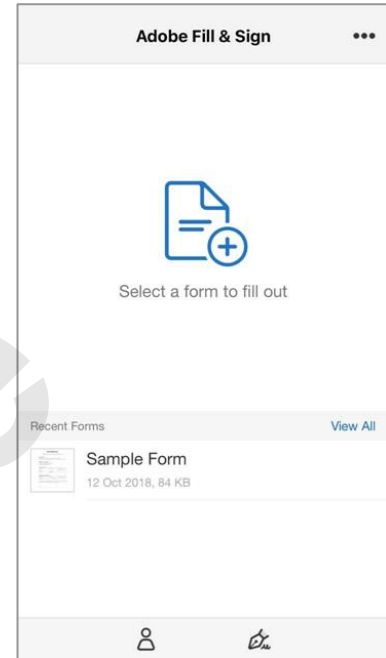
services included depend on whether you have the Acrobat Standard DC or Acrobat Pro DC version (and either a perpetual license or subscription), or the free Acrobat Reader DC.



Adobe Reader



Adobe Scan



Adobe Fill & Sign

Downloading And Installing Apps

Before you begin working with a mobile app, you must download and install it on your device. To do so, navigate to the app store for your device, search for and locate the relevant app then follow the prompts to download and install the app. Once the app is installed on your device, it will generally appear as an icon on your screen. To use the app, tap on the app's icon to open it and then, if necessary, sign in using your Adobe Cloud ID.

Acrobat Reader

The **Acrobat Reader** mobile app allows you to view, edit and add comments to PDF files on a mobile device. You can open recently viewed PDFs on other computers or mobile devices, regardless of where you last viewed them. For example, you can open a PDF on one device, such as your laptop, and then continue working on it elsewhere – your desktop computer, tablet or smartphone. If you have an **Acrobat Pro DC** subscription you can additionally edit PDFs on a tablet.

Adobe Scan

The **Adobe Scan** app allows you to use your device as a scanner so that you can quickly and easily create PDFs from your mobile device. For example, you may be given a hardcopy document that you would like to add comments to digitally. Using the Adobe Scan app you can scan the document using your mobile device, then open in Acrobat and add comments.

Fill & Sign

The **Fill & Sign DC** mobile app allows anyone to fill in, sign and send forms. If you sign documents frequently or fill in a lot of forms, you can do so faster by using reusable text from your personal autofill collection. You can sign forms by typing or drawing your signature or using an image. You can use the **Fill & Sign DC** app by itself or when you are working in the **Acrobat DC** mobile app. Document Cloud subscribers with a Pro-level plan can use the **Fill & Sign DC** mobile app to convert a photo of a form to a fillable PDF form.

STARTING ACROBAT DC IN WINDOWS 10

Before you start to work with Acrobat DC, you will need to know how to open the application. The first time you use Acrobat DC you will need to open it from the taskbar **Search...** bar or the

Start menu. You can then choose to pin Acrobat DC to the **Start** menu or the taskbar so that you can access it more quickly and easily the next time you use it.

Try This Yourself:

Before you begin, ensure that your computer is switched on and the desktop is displayed...

- 1 Click on the **Windows** icon in the taskbar at the bottom of the screen to display the **Start** menu

- 2 If necessary, scroll down the apps list to display the **A** section

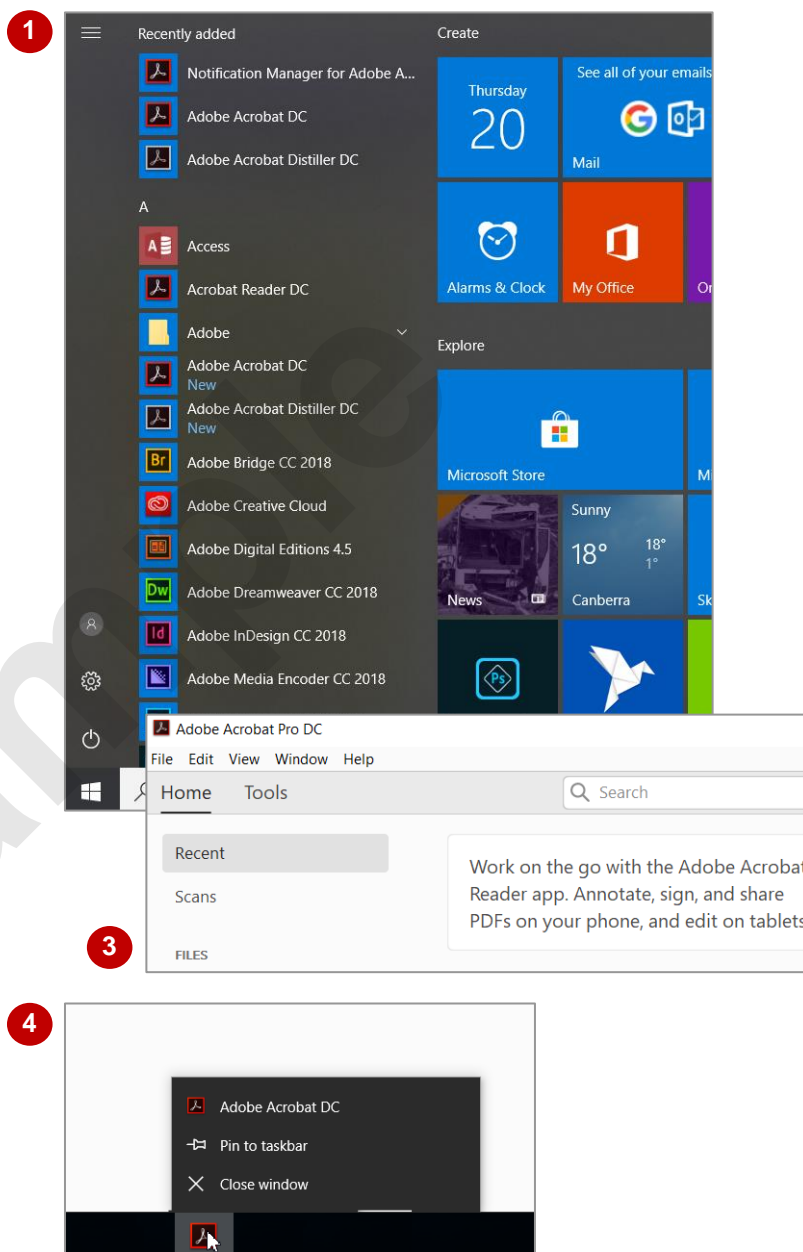
Any Adobe apps you have installed will be listed here...

- 3 Click on **Adobe Acrobat DC** to start Acrobat DC

A loading screen will briefly display, and then Acrobat DC will open with the Welcome screen displayed...

- 4 Right-click on the Acrobat DC icon in the taskbar to display a menu, then select **Pin to taskbar**

You can now click on in this icon to open Acrobat DC from the desktop. This icon will remain in the taskbar unless you remove it



For Your Reference...

To **start Acrobat DC**:

1. Click on the **Windows** icon in the taskbar to display the **Start** menu
2. Click on **Adobe Acrobat DC** in the apps list to start the application

Handy to Know...

- Instead of locating Acrobat DC in the apps list, you can click in the taskbar **Search** bar and begin typing **Acrobat DC**, then click on the application name when it appears in the list of search results.

UNDERSTANDING VIEWS

Acrobat has three **views** that each display different commands and options: the **Home** view, **Tools** view and **Document** view. While you will probably find that you spend most of your time in

Document view, the other views are very handy and it is important to have a clear understanding of what they can be used for and how to use them.

Views

Acrobat has three views: **Home**, **Tools** and **Document**. You will mostly likely find that you switch between these views occasionally as you work, as each view provides you with the means to perform different actions. You can access each view by clicking on the appropriate tab at the top of the window.

- **Home** view is displayed by default when you open Acrobat (unless you open a file directly from File Explorer). In this view you can see and open any PDFs you have recently viewed in Acrobat or sent to others, as well as view the PDFs you have saved in various locations such as your computer and the Document Cloud.
- **Tools** view is displayed when you click on the **Tools** tab. It provides a range of tools for working with a document, including tools for editing, organising, protecting and printing. If you already have a document open and you click on a tool in **Tools** view, Acrobat will switch to **Document** view and display the toolbar for that tool at the top of the document window. If you click on a tool in **Tools** view and you do not already have a document open you will be prompted to open a file. **Tools** view also displays the tools pane down the right side of the window, which lists some of the most commonly used tools.
- **Document** view is the view in which you can see the document that you are working on. **Document** view will only display when a file is open. You can switch between the **Document** view and **Home** or **Tools** view without closing the document by clicking on the **Home** or **Tools** tabs or the tab for the file you have open. You can access tools in **Document** view from the tools pane on the right side of the window, or switch to **Tools** view to locate tools that are not included in the tools pane.

Read Mode

Read Mode is a view that allows you to more easily read a document as it simply displays the file and does not display any of the toolbars. You can access basic toolbars by pointing to the file near the bottom of the screen to display a toolbar which contains tools such as **Print** and **Show Next Page**. To display a file in **Read Mode**, open the file then click on **View > Read Mode** or in the toolbar at the top of the page click on **View File Modes** then select **Read Mode**. To exit read mode, select another view or repeat the above steps.

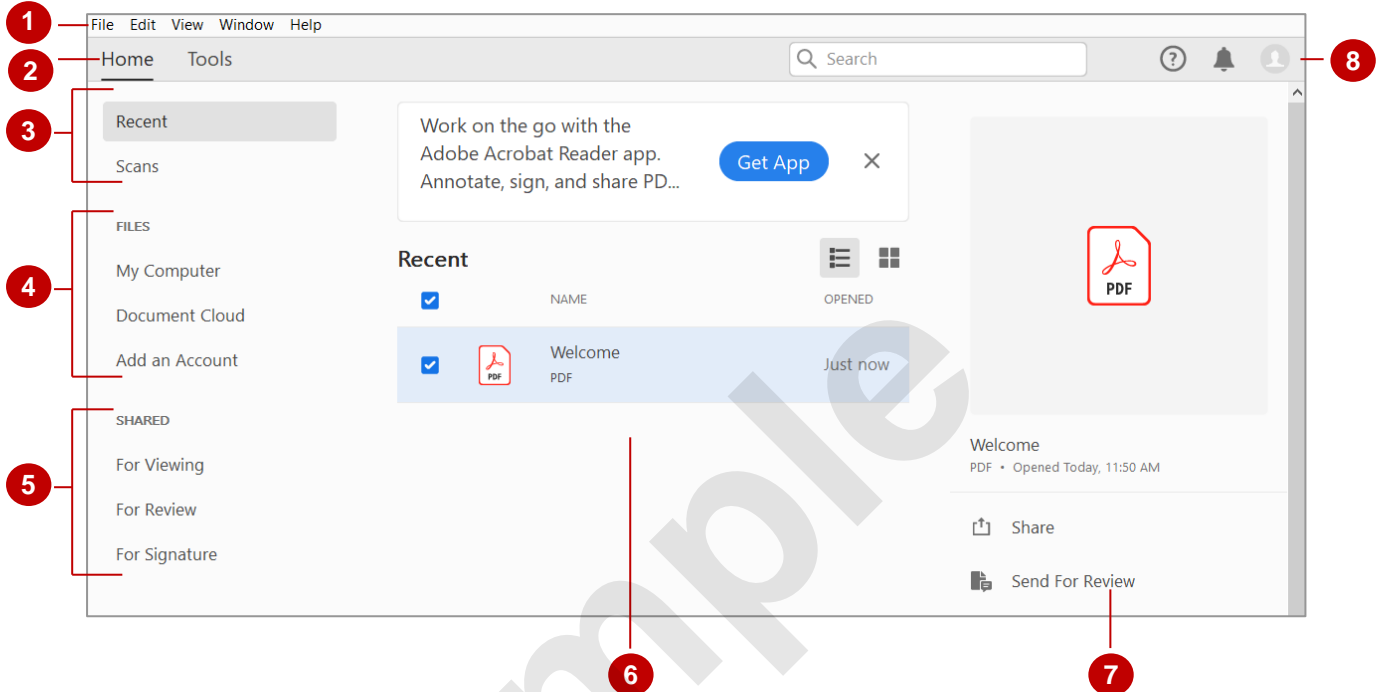
Full Screen Mode

Full Screen mode displays the open file at the size of the whole screen and does not display any tools. This is an ideal view to use if you are doing a presentation. To display a file in **Full screen mode**, open the file then select **View > Full screen mode**. To exit **Full screen mode** press Esc.

UNDERSTANDING THE HOME VIEW

The **Home** view is the view that displays by default when you launch Adobe Acrobat DC. It is also the view that displays when no documents are open. The **Home** view includes two file lists –

PDFs that you have recently viewed or worked on and PDFs that you have sent – as well as access to your **Storage** options.

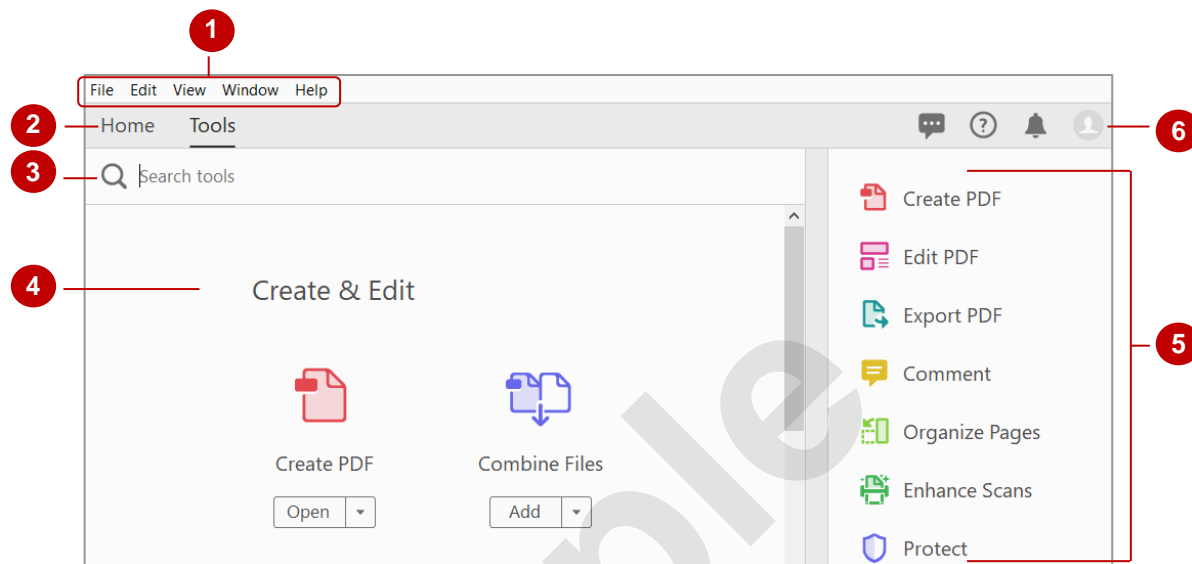


- 1 The **menu bar** provides access to commands for working in Acrobat. It appears by default at the top of all three views.
- 2 Two tabs always appear here – the **Home** tab and the **Tools** tab. When a document is open, an additional tab will display with the name of the open document. Click on this tab to display the document. Click on the **Home** tab to switch to **Home** view. Click on the **Tools** tab to display all available tools.
- 3 Click on **Recent** to display files you have opened recently in the middle pane. Click on **Scans** to display files you have recently created from scans in the middle pane.
- 4 The **FILES** section displays options for specifying the location you wish to open files from or save files to. Click on **My Computer** to display a list of folders on your device that you have used to save or open files from Acrobat. Click on **Document Cloud** to display any files saved to your **Document Cloud**. Click on **Add an account** to display options in the middle pane for additional locations you can choose to open files from or save files to such as **Dropbox** or **SharePoint**.
- 5 The **SHARED** section displays options for working with PDFs that have been shared in some way. Click on **For Viewing** to display files you have sent or received for viewing, click on **For Review** to display files you have sent or received for reviewing or click on **For Signature** to display files you have sent or received for signature. When you click on one of these options, Acrobat provides you with the option to send a file or that specific purpose. For example, if you click on **For Viewing** the option to send a file for viewing will be provided.
- 6 The middle pane displays files and/or options relevant to the option selected in the left pane. In the example above **Recent** is selected in the left pane, so a list of recently opened files is displayed in the middle pane. Notice you have options for selecting and viewing recent files. If you wish to open a file from this list, double click on the title of the file.
- 7 The right pane displays options based on what is selected in the left pane and middle panes. In the example above, because **Recent** is selected in the left pane, and a file is selected in the middle pane, the right pane displays options for working with the selected file. If no file was selected in the middle pane, the right pane would not appear.
- 8 The options in the right of the toolbar appear in all three views. From left to right the icons are; **Provide Feedback**, **Learn Adobe Acrobat Pro DC**, **Notifications**, **Profile and Settings**.

UNDERSTANDING THE TOOLS VIEW

All of Acrobat's available tools are found in the **Tools** view. This view has two panes. The larger pane to the left is known as the **Tools centre** and displays all of the tools. The smaller pane to the

right, which is known as the **Tools** pane, contains shortcuts for many of the common tools. The tools pane is customisable and can be closed when not required.



- 1** The **menu bar** provides access to commands for working in Acrobat. It appears by default at the top of all three views.
- 2** Click on the **Tools** tab to display the **Tools centre**.
- 3** As well as scrolling through the **Tools centre** to find a specific tool, you can search for a tool even if you don't know its exact name. As you type text in the **Search tools** box at the top of the pane, Acrobat displays tools that match the search term. For example, if you search for **collaborate**, Acrobat will display the **Send for Comments** set of tools because these tools are useful when you need to collaborate on a document with other people.
- 4** The **Tools centre** displays all tools available in Acrobat. This is useful if you are working on a document and need a tool that is not included in the tools pane. You can simply click on the **Tools** tab and either search for or scroll to find the tool.

Each tool in the **Tools centre** has a pulldown which has options to open the tool module, add a tool shortcut to the tools pane, or to learn more about a tool's capability.

- 5** The **Tools** pane displays to the right of the **Tools centre**. It also displays to the right of the document pane in **Document** view.

In its default format, the **Tools** pane contains shortcuts for the most commonly-used tools. However, you can easily customise this pane to include just the tools that you regularly use. Either drag the tools from the **Tools centre** or locate the tool in the **Tools centre** and click on **[Add]**. To remove unwanted tools, either point to the tool in the tools pane and click on the **X** or right-click on the tool and select **Remove Shortcut**.

If a document is currently open, clicking on a tool will switch to **Document** view and tool-specific commands will display in the tools pane and in a tool-specific toolbar. If no document is open and you click on a tool that requires a document, you will be prompted to open one from within Acrobat.

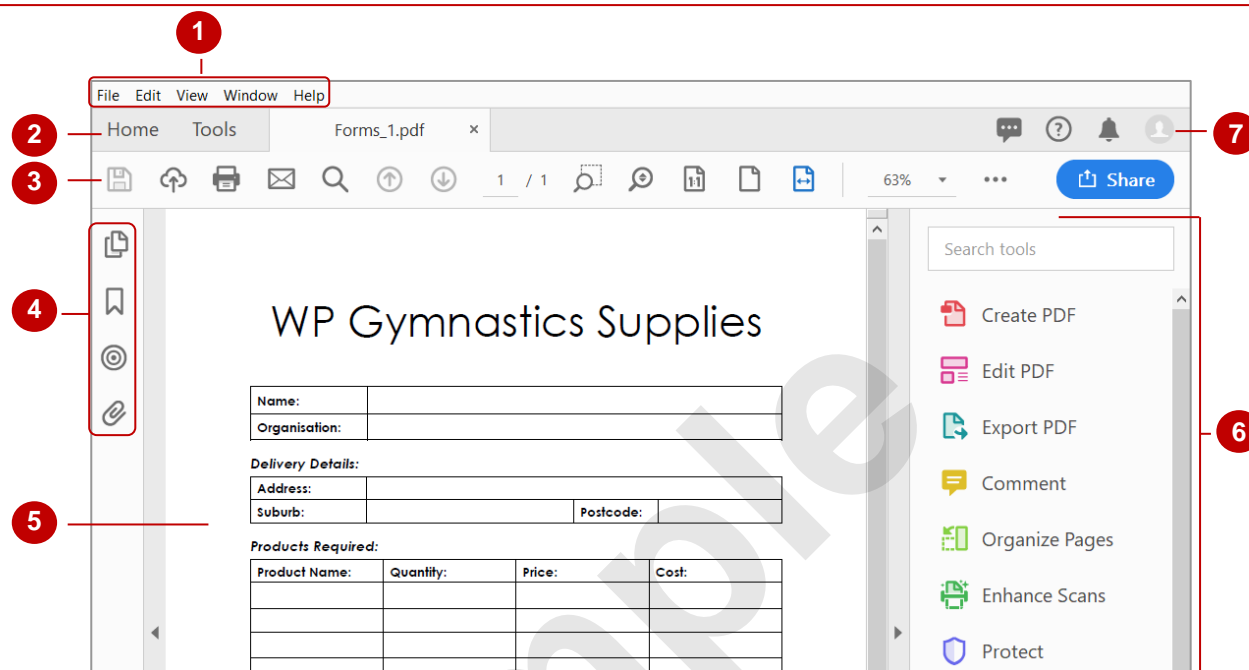
You can close the tools pane (in both **Tools** and **Document** view) by clicking on the grey vertical bar to the left of the pane. However, you will need to close it each time you switch to either **Tools** or **Document** view as Acrobat does not currently remember this workspace change.

- 6** The options in the right of the toolbar appear in all three views. From left to right the icons are; **Provide Feedback**, **Learn Adobe Acrobat Pro DC**, **Notifications**, **Profile and Settings**.

UNDERSTANDING THE DOCUMENT VIEW

When you open a PDF in Acrobat the view automatically changes to the **Document** view. In its default state this view has two open panes: the document pane containing the PDF and the

Tools pane with the tool shortcuts. The **Navigation** pane, which appears to the left of the document pane, is closed by default. This view also includes several toolbars.



- 1 The **menu bar** provides access to commands for working in Acrobat. It appears by default at the top of all three views.
- 2 When you open a PDF, it opens in **Document** view. This is shown by the appearance of the document tab to the right of the **Tools** tab which contains the name of the PDF (in the example above, the tab is **Forms_1.pdf** as that is the name of the file). To switch back to the open document from another view, click on the document tab.
- 3 The **Common Tools toolbar** displays various tools that you can use to work with PDFs. When a tool is selected in the **Tools** pane or via the menu bar, tool-specific commands will appear in tool-specific toolbar immediately beneath the **Common Tools** toolbar.
The **Common Tools** toolbar is customisable – you can choose to display various file, edit, page navigation, page display, and select and zoom tools. You can also add other tools to the toolbar by customising and showing **quick tools**. Any quick tools added to the **Common Tools** toolbar will remain there until you choose to either hide them or reset the toolbars.
- 4 The **Navigation** pane, which is closed by default when you open a document but is open in the example above, provides access to various panels which have commands for working with the open document. For example, you can insert and delete pages, work with bookmarks and insert attachments. To open or close the **Navigation** pane, click on the grey bar to the right of the pane.
To open a **Navigation** panel, such as the **Page Thumbnails** panel or **Bookmarks** panel, click on the appropriate panel button in the **Navigation** pane. The panel will appear to the right of the **Navigation** pane. Not all panels have a button in the default **Navigation** pane. To open one of these panels, right-click on the **Navigation** pane and select it from the menu. The panel's button will remain in the **Navigation** pane until you reset the **Navigation** pane.
- 5 The **Document** pane displays the current page of the document.
- 6 The **Tools** pane displays to the right of the **Document** pane. When a tool is selected in the **Tools** pane or via the menu bar, tool-specific commands will appear in this pane.
If you need a tool that isn't in the **Tools** pane, click in **Search Tools** at the top of the **Tools** pane. Even if you don't know the tool's name, type a related term such as **hide** to find one of the **Redact** tools.
- 7 The options in the right of the toolbar appear in all three views. From left to right the icons are; **Provide Feedback**, **Learn Adobe Acrobat Pro DC**, **Notifications**, **Profile and Settings**.

OPENING AN EXISTING PDF FILE

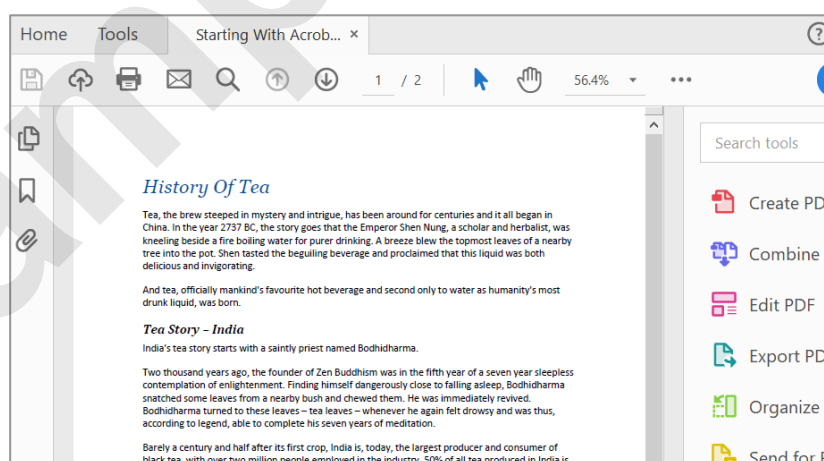
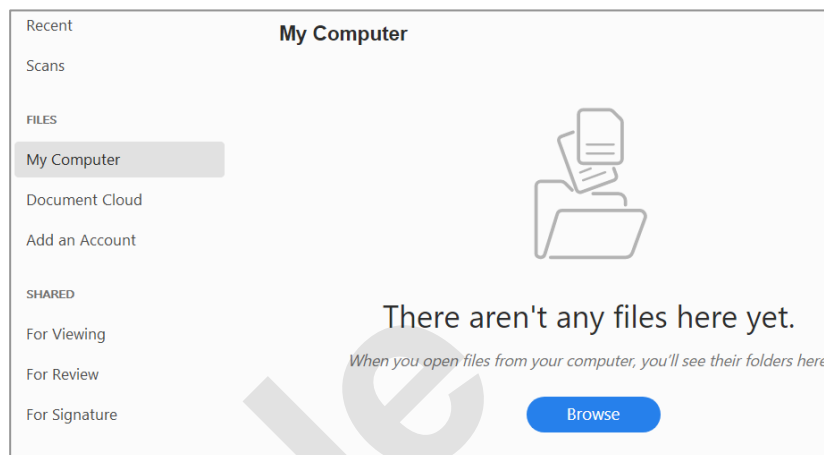
The **Home** view in Acrobat provides easy access to existing PDFs. To open a file that you have been working on recently, simply double-click on it in the **Recent** file list. Alternatively, you can find

a PDF by browsing one of the storage locations listed in the left pane. You can also use traditional methods like Acrobat's menu system or opening a file from within File Explorer.

Try This Yourself:

Before starting this exercise you MUST ensure Acrobat has started...

- 1 Click on **My Computer** under **FILES** to display any recent locations that have been used and the option to **[Browse]** files in the right pane
- 2 Click on **[Browse]** to display the **Open** dialog box, then navigate to the **Course Files for Adobe Acrobat DC (2018)** folder
- 3 Click on **Starting With Acrobat DC_1.pdf** to select the file, then click on **[Open]** to open the file in Acrobat DC



For Your Reference...

To **open a PDF document**:

1. Click on the **Home** tab, if necessary
2. Click on **My Computer**, click on **[Browse]**, navigate to the folder location, then double-click on the desired file; or Double-click on the file in the **Recent** file list

Handy to Know...

- You can open PDFs saved in the **Document Cloud** by clicking on **Document Cloud** in the **Home** tab, then double-clicking on the PDF.
- You can switch between open PDFs by clicking on **Window** in the menu bar and selecting the PDF.

UNDERSTANDING THE ADOBE ACCOUNT

In order to use Acrobat Pro, you must purchase it by buying a subscription. When you purchase a subscription, you are given an Adobe ID. This ID is used to sign in to your Adobe account. You

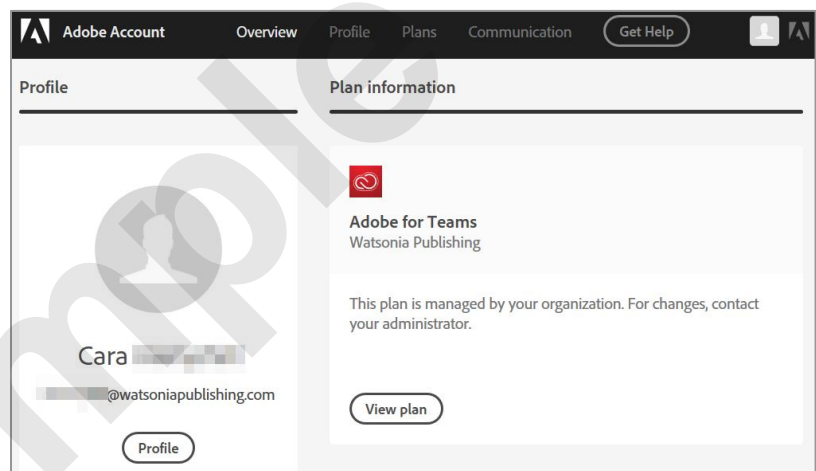
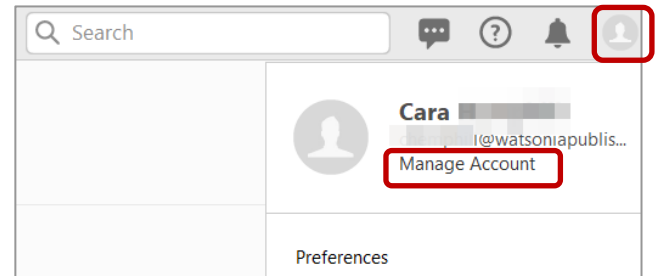
cannot open and work with Acrobat unless you are signed in to your Adobe account.

The Adobe Account

Generally, you will be signed in to your Adobe account when you open Acrobat. You will see the **Profile and settings** icon in the top right of the screen. In the example shown, we have not added a profile picture to our account, so the icon appears without an image. If you add a profile picture it will appear here. To navigate to your Adobe Account (located online as part of the Adobe website), click on the account icon, then select **Manage Account**.

Your account displays information about you and your account. From here, you can set up a public profile, manage your password and security, connected accounts, view your plan and helpful resources. If you have an administrator account you can also manage and make changes to your plan here.

Note that you can also access your account by navigating to the Adobe website, then signing in using your Adobe ID.



Settings

You can manage and edit your account settings from within Acrobat by clicking on **Profile and settings** then selecting **Preferences** to display the **Preferences** dialog box. Alternatively, you can click on the **Edit** tab, then select **Preferences**. Once the **preferences** dialog box is displayed, ensure the **Adobe Online Services** is selected in **Categories** to display account information and options in the right side of the dialog box. From here you can navigate to your account, navigate to your document cloud, change your password and manage your sync settings.

Adobe Creative Cloud

The **Adobe Creative Cloud** app allows you to manage your Adobe apps. You can use this app by signing in using your Adobe ID. From here you can also access your account and manage your account settings. Note that if you have more than one adobe app, the changes you make to your account settings will apply to all apps.

EXITING ADOBE ADOBE

When you have finished working with a PDF document it is important to exit correctly – if you don't, you may lose data. If you have made changes to the document and have not saved

them, when you choose to close the file or exit Acrobat, you will be asked whether or not you want to save the file first.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file Starting With Acrobat DC_1.pdf...

1

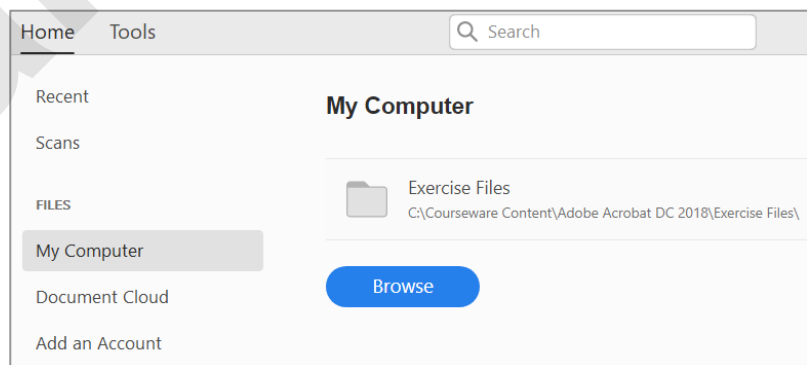
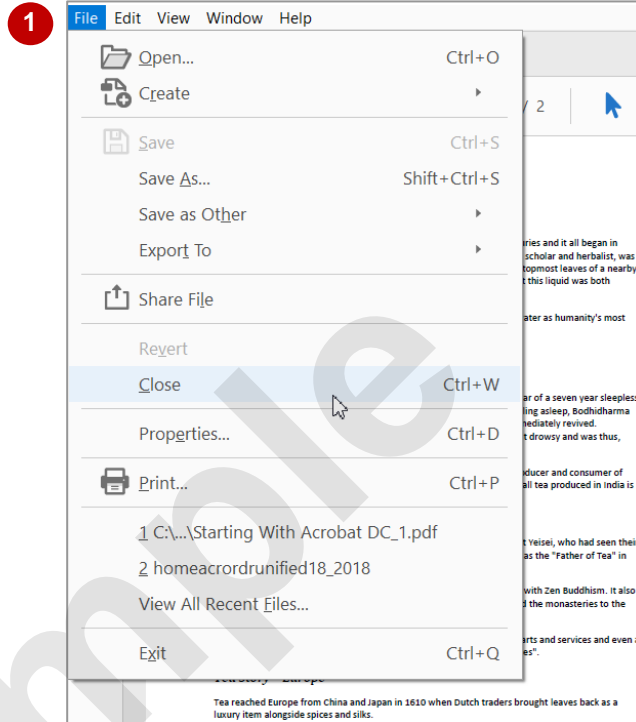
Select **File > Close**

If you have made any changes to the PDF document, Acrobat will prompt you to save the file. In this case we haven't so the document will simply close, returning to the Home view by default.

Let's shut down Acrobat...

2

Select **File > Exit** to close Acrobat



For Your Reference...

To **close** a PDF document:

1. Select **File > Close**
2. Save any changes if prompted

To **exit** Acrobat:

1. Select **File > Exit**
2. Save any changes if prompted

Handy to Know...

- You can exit Acrobat by clicking on **Close** in the top right corner of the application window or by using the keyboard shortcut **Ctrl + Q**.
- If you have multiple PDFs opened, selecting **File > Exit** will close all open PDFs and Acrobat. If this isn't what you want, select **File > Close** to close the desired file only.