Adobe Acrobat DC
Quick Reference Guide
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Introduction

Adobe Acrobat DC is the leading software for PDF files and editing. Although Acrobat is one of the easiest software of the Adobe family, some technicalities may be confusing. Let this be your quick guide to complete your work promptly.

Note

This is a quick reference guide to navigate through Adobe Acrobat. For more in-depth instruction, please visit https://www.acrobat.adobe.com/Acrobat_DC. This software needs to be purchased and downloaded before use.

Getting Started

How to install and Purchase

Step 1: Go to https://get.adobe.com/reader/ to download and purchase Adobe Acrobat Reader DC

Image:Adobe

For In Depth analysis on downloading for your computer system:

•For Windows https://helpx.adobe.com/acrobat/kb/install-reader-dc-windows.html

•For Mac https://helpx.adobe.com/acrobat/kb/install-reader-dc-mac-os.html

Creating a PDF

PDFs can be made by using other software such as Microsoft Word and converting them to PDF. This can be done in 2 ways.

Step 1:Make sure Acrobat is already installed.

Step 2: Open **Word**. Hover over **File**, left-click **Open** and choose document.

Step 3: Hover over **ACROBAT** tab, left-click and choose create PDF and save it.
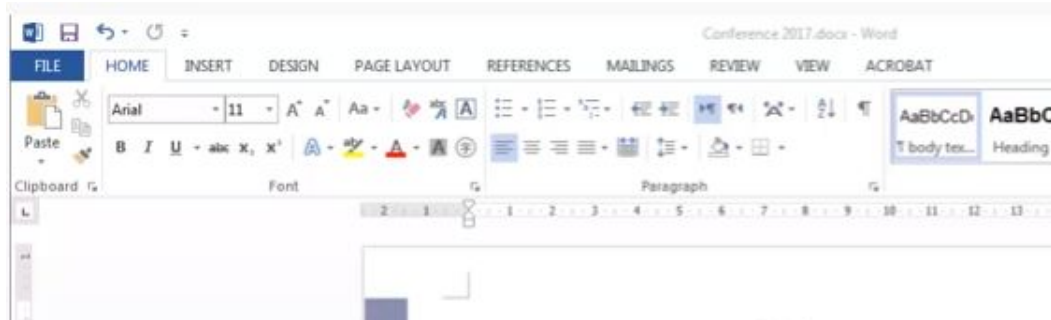

Image:YouTube

Step 1: Open Acrobat.

Step 2: Hover over and left-click **Open**.

Step 3: Hover on tab next to **File name** at button, left-click and choose **All Files**.
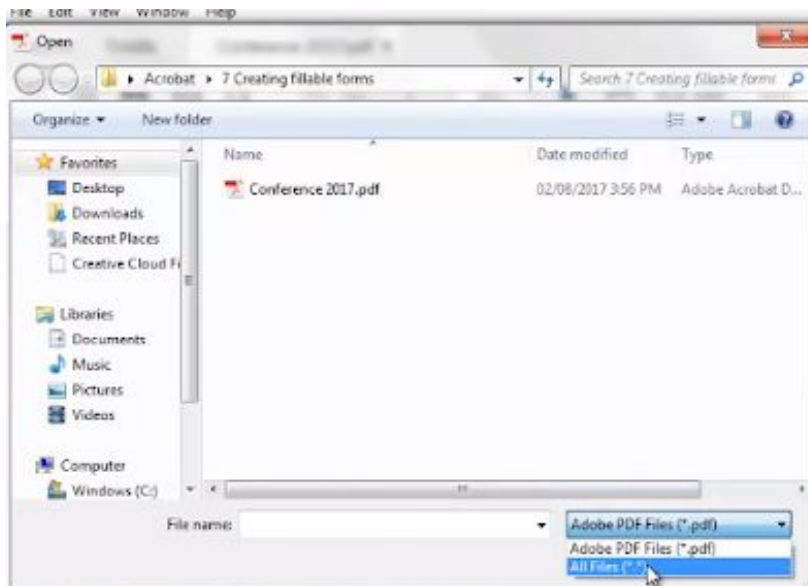
Step 4: Press **Open** and done

Image: Youtube

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How to Edit a PDF File

Step 1:Go to **File**, hover to **Open**, left-click **Open** to open document.

Step 2: Open Acrobat and left-click **Tools** on the second menu list.

Step 3: Hover over **Edit PDF** icon ▦ on the bottom or to the right and left-click

Step 4: You now can edit different text boxes by left-clicking on the desired text box.

Step 5: Use the top and right side editing tools.

Editing Scanned PDFs

Step 1: Open Acrobat, hover over **File**, go to **Open** and open file.

Step 2:Hover over Tools, hover down to **Edit PDF** ▦ .
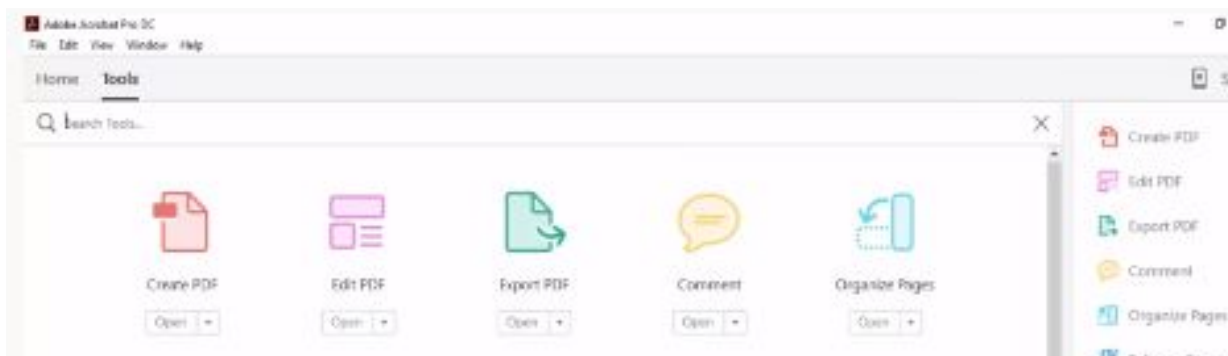

Image: Adobe

How to Merge Multiple Files into One PDF:

Step 1: Open Acrobat, left-click **Tools**, hover over **Combine Files** and left-click.

Step 2: Left-click **Combine Files** and left-click **Add Files**.

Step 3: To reorder individual files, left-click files and drag to desired order. Press **X** on file tab to delete to remove unwanted items.

Step 4: When finishing, left-click **Combine Files** and left-click **Save**.

How to Save a PDF

Step 1: After making changes to document, hover over **File** and scroll to **Save As** or **File** and left-click. Write document name and **Save**.

Step 2: Any further changes, hover over **File** and scroll to **Save** and left-click.

References

Adobe Help Center. "Acrobat DC Get Started.", https://helpx.adobe.com/acrobat/get-started.html.

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