



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](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

Step: 1 of 3

**Adobe Acrobat Reader DC**

Version 2019.021.20047  
System requirements

Your system:  
**Windows 7, English**  
Do you have a different language or operating system?

Are you an IT manager or OEM?

**Install the Acrobat Reader Chrome Extension**  
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**Optional offers**

Yes, install the free **McAfee Security Scan Plus** utility to check the status of my PC security. It will not modify existing antivirus program or PC settings.  
Learn more

Yes, install **McAfee Safe Connect** to keep my online activities and personal info private and secure with a single tap.  
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**Terms & conditions:**

By clicking the "Download Acrobat Reader" button, you agree to the automatic installation of updates to Adobe Acrobat Reader DC and Acrobat Reader Chrome Extension (if applicable), and to the Adobe Software Licensing Agreement and the McAfee License Agreement.

Note: Your antivirus software must allow you to install software.

**Download Acrobat Reader**  
Total size: 182.1 MB

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- 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.

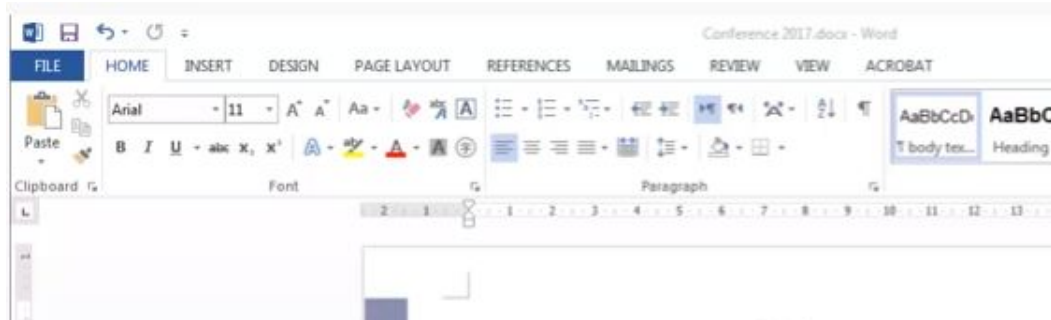


Image: YouTube

**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

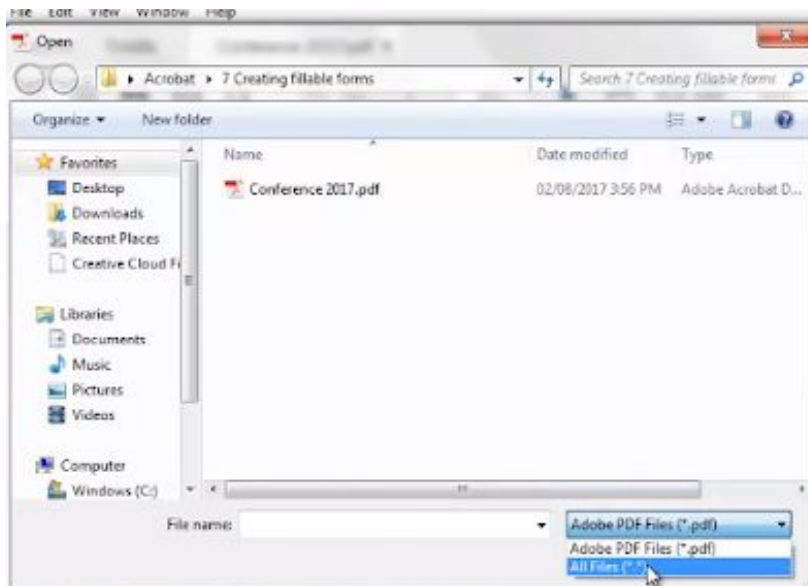



Image: Youtube



## 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**  .

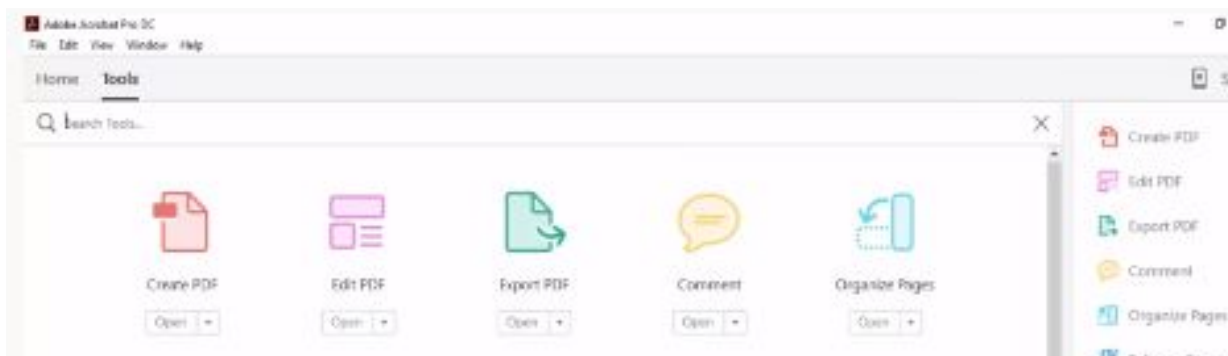


Image: Adobe

## 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>.

Adobe Help Center. "How to Merge PDFs and Combine PDF Files: Adobe Acrobat DC." *How to Merge PDFs and Combine PDF Files | Adobe Acrobat DC*, <https://acrobat.adobe.com/us/en/acrobat/how-to/merge-combine-pdf-files-online.html>.

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