



# Quick guide Adobe Acrobat Pro DC v21.007.20102



## Acrobat DC vs Acrobat Reader

**Acrobat DC** is a PDF editor that creates, edits, converts, digitally signs, encrypts & exports PDF files. **Acrobat Reader DC** is a PDF viewer for reading, printing & commenting on PDF documents.

## Workspace overview

- The Acrobat Pro DC user interface has three views:
1. **Home** - This is the landing page when you don't have a PDF opened in Acrobat.
  2. **Tools** - This view lists all Acrobat tools. To add a tool shortcut to the right pane, press the Add button below the tool name.
  3. **Document** - This is the default view whenever a document is opened in Acrobat. The tab takes the file name. Multiple documents open in different tabs.



## Create PDF

### Convert a file to PDF via the File menu

1. Select File from menu. Choose **Create > PDF from File**.
2. Select your file from the dialog box & choose **Open**.

### Convert a file to PDF via the Tools view



Create PDF

1. Select **Tools > Create PDF**
2. Choose **Single File > Select a File**
3. Press **Create**

## Organise pages



Organize Pages

### How to rotate pages in a PDF

1. Select **Tools > Organise Pages**.
2. Select the page thumbnail & then rotate **clockwise** or **counterclockwise**.



### How to extract pages from a PDF

1. Select **Tools > Organise Pages**
2. Select the page thumbnails or type the page range (on the toolbar) you need to extract.
3. If needed, check the box **"Delete pages after extracting"** or **"Extract pages as separate files"**.
4. Press **Extract**.



### How to delete pages in a PDF

1. Select **Tools > Organise Pages**.
2. Select the page thumbnail you want to delete and press the **bin** icon or right-click and choose **Delete Pages**.



### How to split PDFs into multiple documents

1. Select **Tools > Organise Pages**.
2. In the toolbar, choose **Split**.
3. In the **"Split by"** drop-down list, select your criteria for dividing the document.
4. Press **Split**.



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**Beezix Software Services**

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the Beezix Software Services text.

## **Adobe Acrobat Pro Guide:**

*Adobe Acrobat 5* Donna L. Baker, 2002-04-08 Adobe Acrobat 5 The Professional User's Guide is designed for professionals covering all of the programs major components and providing thorough instruction on how to use Acrobat as effectively as possible Throughout the book renowned author Donna Baker includes a series of Workflow Tips designed to give you immediate direction on how to use Acrobat's features how to make planning decisions and how to avoid common mistakes This book also includes a comprehensive project chapter that illustrates a real life scenario involving project planning and form design processes The book is organized into functional sections for ease of use After a general introduction to Acrobat 5 the book moves on to creation and security issues and then covers output options with several chapters devoted to different forms of output An extensive chapter on Acrobat JavaScript is also included for reference All topical chapters have projects tutorials and demonstrations The accompanying CD ROM includes complete source files from the books projects and tutorials as well as completed versions of the project files for reference and troubleshooting

**Mastering Adobe Acrobat DC Pro** Gbemi T, 2024-06-15 Unlock the full potential of Adobe Acrobat DC Pro with this definitive guide designed for users seeking to elevate their document management skills Mastering Adobe Acrobat DC Pro provides an in depth exploration of the software's advanced editing tools security features and automation capabilities From basic functionalities to complex tasks this book covers everything you need to know to efficiently create edit and secure your PDF documents Learn how to streamline your workflow with tips on seamless collaboration utilize advanced security measures to protect sensitive information and implement automation techniques to save time Whether you are a beginner or an experienced user this comprehensive guide offers practical insights and step by step instructions to help you master Adobe Acrobat DC Pro and achieve professional results with ease

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**The Art of Academic Editing: A Guide for Authors and Editors** Cara M. Jordan, Leslie Castro-Woodhouse, 2024-01-01 Whether you're approaching academic editing as an author or an editor this book will demystify the key stages in the editorial process The Art of Academic Editing is the first full length guide to the different types of editorial services and when they happen in the life cycle of a scholarly text It will facilitate more effective collaboration between authors and editors as

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**Disability and Accessibility in the Music Classroom** Alexandria Carrico, Katherine Grennell, 2022-08-29 Disability and Accessibility in the Music Classroom provides college music history instructors with a concise guide on how to create an accessible and inclusive classroom environment In addition to providing a concise overview of disability studies highlighting definitions theories and national and international policies related to disability this book offers practical applications for implementing accessibility measures in the music history classroom The latter half of this text provides case studies of well known disabled composers and musicians from the Western Art Music canon from the Middle Ages to the Twentieth Century as well as popular music genres such as the blues jazz R B pop country and hip hop These examples provide opportunities to integrate discussions of disability into a standard music history curriculum

## Whispering the Techniques of Language: An Psychological Quest through **Adobe Acrobat Pro Guide**

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