



### 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



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

Create PDF

### 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**.



# Adobe Acrobat Pro User Guide

**John Deep, Peter Holfelder**

## **Adobe Acrobat Pro User Guide:**

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