



# 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**.



# Adobe Acrobat Pro User Guide

**John Deep, Peter Holfelder**



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

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