# Demo 1: Using Adobe Acrobat Pro DC to View and Create PDFs

# 1 Find & Search

From the Edit menu, choose Find OR Press Ctrl + F OR Click the Find icon (magnifying glass).



The Find toolbar appears. For more options, click the drop down in the find box.

Find	×	Find ×
Find	Ψ.	Find  Find
Previous	Next	Q Open Full Acrobat <u>S</u> earch Shift+Ctrl+F
▶ Replace with		Whole Words Only
		<u>C</u> ase Sensitive Include <u>B</u> ookmarks
		Include Comments

### 1.1 Advanced Search

From the Edit menu, choose Advanced Search OR Press Shift + Ctrl + F.

The Search window opens. For more options, at the bottom click **Show More Options**. It is a toggle. To return to the previous screen, click **Show Fewer Options**.

Search	Search
Arrange Windows	Arrange Windows
Where would you like to search?	Look In: The Current Document
<ul> <li>All PDF Documents in</li> <li>My Documents</li> </ul>	What word or phrase would you like to search for?
What word or phrase would you like to search for?	Return results containing: Match Exact word or phrase
Whole words only Case-Sensitive Include Bookmarks	Use these additional criteria: Whole words only Case-Sensitive Proximity
Include Comments	<ul> <li>Floating</li> <li>Stemming</li> <li>Include Bookmarks</li> <li>Include Comments</li> </ul>
	Include Attachments Search
Show More Options	Search
Find a word in the current document	

# 2 Create PDFs

A fast and easy way to convert a file to PDF, is to right click the file and choose Convert to Adobe.

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	Edit		Share.pdf
	New		dsx
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1	Convert to Adobe PDF		
8	Convert to Adobe PDF and EMail		
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For Microsoft Office documents, use the Acrobat tab, which gives you the most options. Click Create PDF.

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# 3 Combine and Split Files

### 3.1 Combine (Merge)

- 1. Open the folder that contains the files you want to combine
- 2. Hold down Ctrl and click the files you want to select
- 3. Right click the selection and choose Combine files in Acrobat
- 4. In the Combine Files dialog box, make any desired changes (e.g., reorder files, add files) and click Combine Files

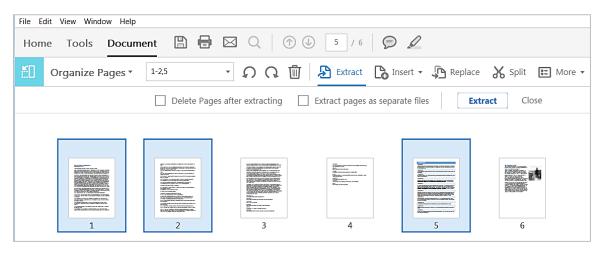
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Alternatively, to combine files to PDF in Acrobat Pro DC, from the **Create PDF** toolbar, choose **Multiple Files**.

### 3.2 Extract Pages

- 1. In the Organize Pages toolbar, click Extract
- 2. Define the **page range** 
  - TIP: Use either the Page Range dropdown tool or Ctrl + click the page thumbnails
- 3. Optionally, check the box to delete pages after extracting and/or extract pages as separate files
- 4. Click Extract

NOTE: Depending on the optional checkboxes, you may be prompted to save the extracted file(s)



### 3.3 Delete Pages

- 1. In the left Navigation pane, click the **Pages** icon to show (or hide) the Page Thumbnails pane
- 2. In the **Page Thumbnails** panel, right click a page thumbnail, and click **Delete Pages**
- 3. In the Delete Pages dialog box, specify the pages to delete
- 4. Click OK, twice

### 3.4 Split Pages

You can separate and reassemble pages in one or more PDF files into new files. In the **Organize Pages** toolbar, click **Split**. The page splitting functionality allows you to split PDFs based on:

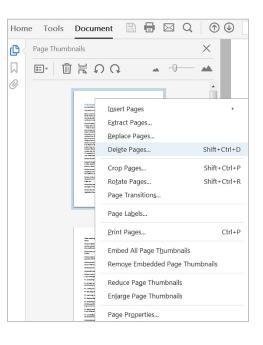
- Number of pages
- File size
- Top level bookmarks

Output Options allows you to define where the files will be saved and what file names will be used.

### 4 Resize and Rearrange Pages

### 4.1 Rotate Pages for Display

To temporarily rotate the view of all pages at 90° angles, from the View menu, choose Rotate View.



### 4.2 Rotate Pages for Output

To permanently rotate one or more pages at 90° angles, in the **Page Thumbnails** panel, right click a page thumbnail and choose **Rotate Pages**. In the Rotate Pages dialog box, choose the direction and page range.

### 4.3 Crop Pages

To crop (resize) one or more pages, in the **Page Thumbnails** panel, right click a page thumbnail and choose **Crop Pages**. In the Set Pages dialog box, define the margins to crop, the new page size, and the affected page range.

### 4.4 Rearrange Page Order

To rearrange pages, in the **Page Thumbnails** panel **drag** page thumbnails into the desired order.

## 5 Reuse and Output Content

### 5.1 Copy Content

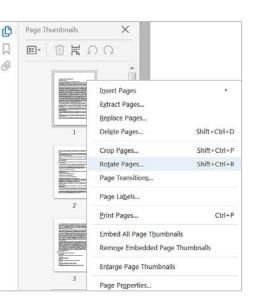
To copy and paste content for reuse in other applications, select text or an image, then **right click selected** content for options to copy, copy with formatting, or export selection to a supported format.

### 5.2 Export PDF

To convert PDF to a Word document or Excel spreadsheet or another format, from the **File** menu choose **Export To** and select the desired format. (Alternatively, in the right **Tools** pane click **Export PDF**.)

### 5.3 Print Pages

To print pages, from the **File** menu choose **Print**.



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