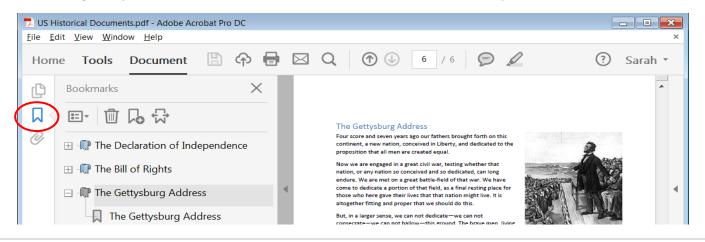
# Demo 2: Using Adobe Acrobat Pro DC to Edit and Enhance PDFs

# 1 Bookmarks

In the left Navigation pane, click the Bookmark icon to show (or hide) the Bookmarks panel.



#### 1.1 Add Bookmarks

- 1. Navigate to the page you want to reference and choose the desired zoom magnification and view.
- 2. Right click on the page, and choose Add Bookmark.
- 3. In the Bookmarks panel, you are prompted to type a new **name** for the bookmark.
- 4. Press Enter to complete.

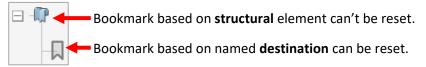
#### 1.2 Organize Bookmarks

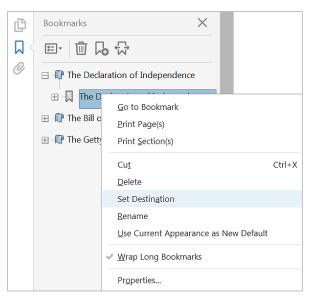
- To reorder a bookmark, drag it on top of the icon of the bookmark that will appear above it at the same level.
- To **nest (group)** a bookmark, drag it on top of the **text label** of the bookmark that will be its parent level.

#### 1.3 Modify Bookmarks

- 1. **Navigate** to the page you want to mark and choose the desired zoom **magnification** and view.
- In the Bookmarks panel, right click the bookmark you want to change, and choose Set Destination.
   IMPORTANT: Do not left click the bookmark.
- 3. As prompted, click Yes.

NOTE: If the bookmark is based on a structural element (rather than a named destination), then it can't be reset. For example, when multiple files are combined into a single PDF, structural bookmarks are created for each file that was added.





NOTE: Other useful options include Delete, Rename, and Properties (for example, to change the color of the bookmark).

#### 1.4 Automatically Open the Bookmarks Panel

You can configure a document to automatically display the Bookmarks panel when it is opened:

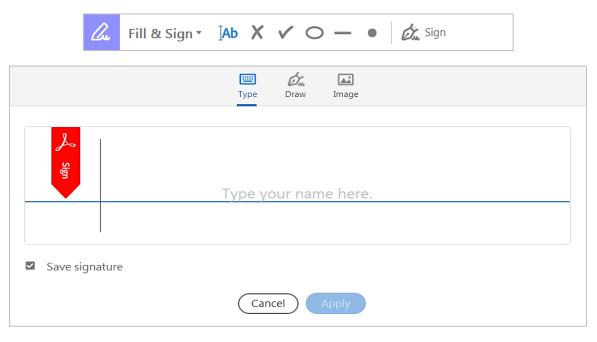
- 1. From the File menu, choose Properties.
- 2. In the Document Properties dialog box, select the Initial View tab.
- 3. For Navigation tab, choose Bookmarks Panel and Page.
- 4. Click **OK**.
- 5. From the File menu, choose **Save**.

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### 2 Signatures

As an alternative to "wet ink" signatures, which require printing and rescanning, you can use Acrobat Pro to type, draw, or insert an image of your handwritten signature. You can even "X" and " $\checkmark$ " and initial.

- 1. In the Tools pane click Fill & Sign
- 2. Click the Sign icon, and then choose Add Signature OR Add Initials
- 3. Type, draw, or insert an image of your signature, and then click Apply
- 4. Click anywhere on the page



### 3 Comments & Markups

All commenting and drawing tools are accessible from the Comment toolbar. In the right pane, use the Comments list to find and review all comments.

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Pane		0	Name	L	In CONGESS, JULY 4, 1776 In CONGESS, JULY 4, 1776 The unanimous Declaration of the thirteen united States of America When in the Course of human events it becomes necessary for one people to dissolve the political bands which have concreted them with another and to assume among the powers of the earth, the separate and equal station to which the Luxes of Nature and of Nature's God entitle them, a decent respect to the options of manifer quariest that whould declare the causes which image them to the separation.		Page 3 Sarah Wischmeye		
					We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness. — That to secure these rights, Governments are instituted among Men, deriving their just powers from the constant of the evented. — That whenever an Torm of Government Secures destructive of these		List of contacts 5/8/2017 1:57 PM		

Right click anywhere on the PDF page, and a sticky note pop-up appears, where you can start typing your note.

TIP: For more options, right click either the Sticky Note icon. For example, choose Properties, to change the Appearance from yellow to another color.

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You can edit text and objects in PDFs. For example, fix a typo, reformat text, delete a line, or insert a logo.

- 5. In the Tools pane click Edit PDF
- 6. Click the Edit icon
- 7. In the **Format** pane (Right Hand Pane), use tools to control font, size, spacing, and more

TIP: File  $\rightarrow$  Revert: If you edit a PDF, but want to undo all the changes without saving, in the File menu and choose Revert to revert to the previously saved state. Alternatively, Edit  $\rightarrow$  Undo (Ctrl + Z).

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# 5 OCR – Recognize Text in Scanned Documents

Optical Character Recognition (OCR) is a software process of translating images of text into machine-readable text. OCR gives you the possibility of searching, copying, and editing text in a scanned PDF.

NOTE: Searchable bookmarks and comments can be added to PDFs without the need of OCR translation.

- 1. In the Enhance Scans toolbar, click Recognize Text, and choose In this File
- 2. Click **Recognize Text**

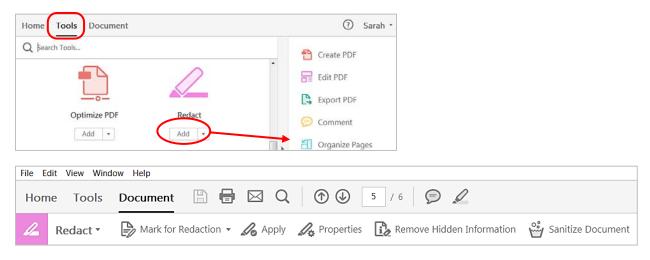
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## 6 Redaction – Permanently Remove Content

Redaction permanently removes parts of text or images, replacing the area with black rectangles – it's like using a Sharpie to black out sensitive information in a paper document, but for digital files. You can also remove metadata. Redacted contented is truly removed – it cannot be searched for, copied, printed, or even recovered.

TIP: Before you start, save a backup copy of the file.

TIP: If you don't see the Redaction toolbar in the Right Hand Pane, from Tools add Redact.



- 1. In the Redact toolbar click Mark for Redaction
- 2. Select the text or image to be redacted. Repeat as needed
- 3. In the Redact toolbar click Apply, and click OK

NOTE: This action cannot be undone. And once the file is saved the content is permanently removed.

- 4. Optionally, in the Redact toolbar click Remove Hidden Information
- 5. Optionally, in the Redact toolbar click Sanitize Document