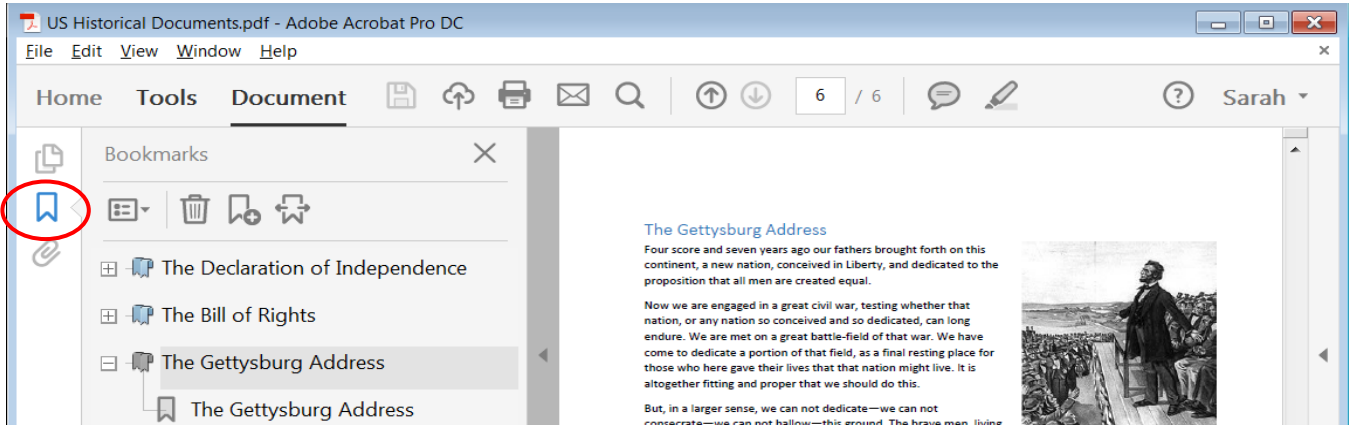


# Demo 2: Using Adobe Acrobat Pro DC to Edit and Enhance PDFs

## 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.

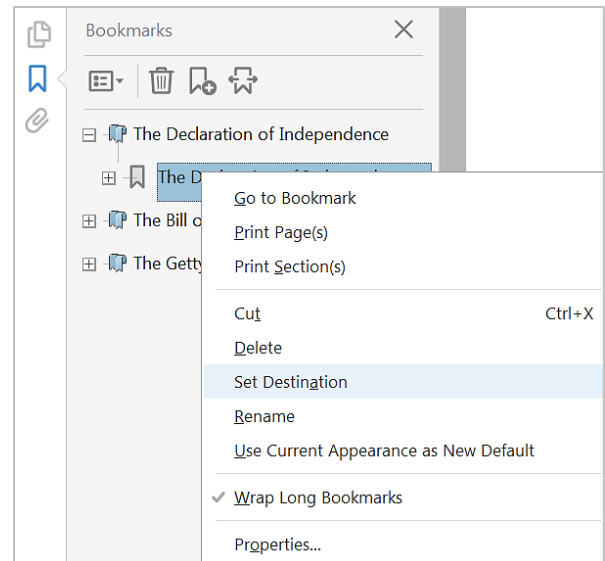
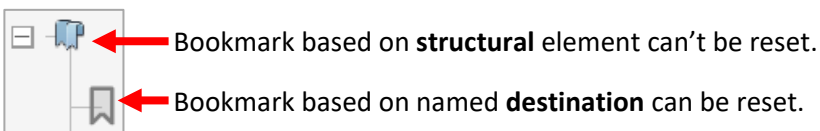
### 1.2 Organize Bookmarks

- 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.
2. 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.

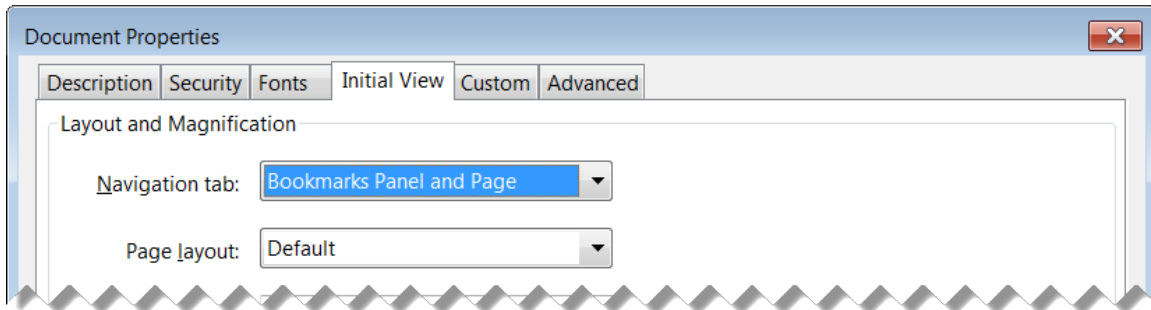


**NOTE:** Other useful options include **Delete**, **Rename**, and **Properties** (for example, to change the color of the bookmark).

## 1.4 Automatically Open the Bookmarks Panel

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

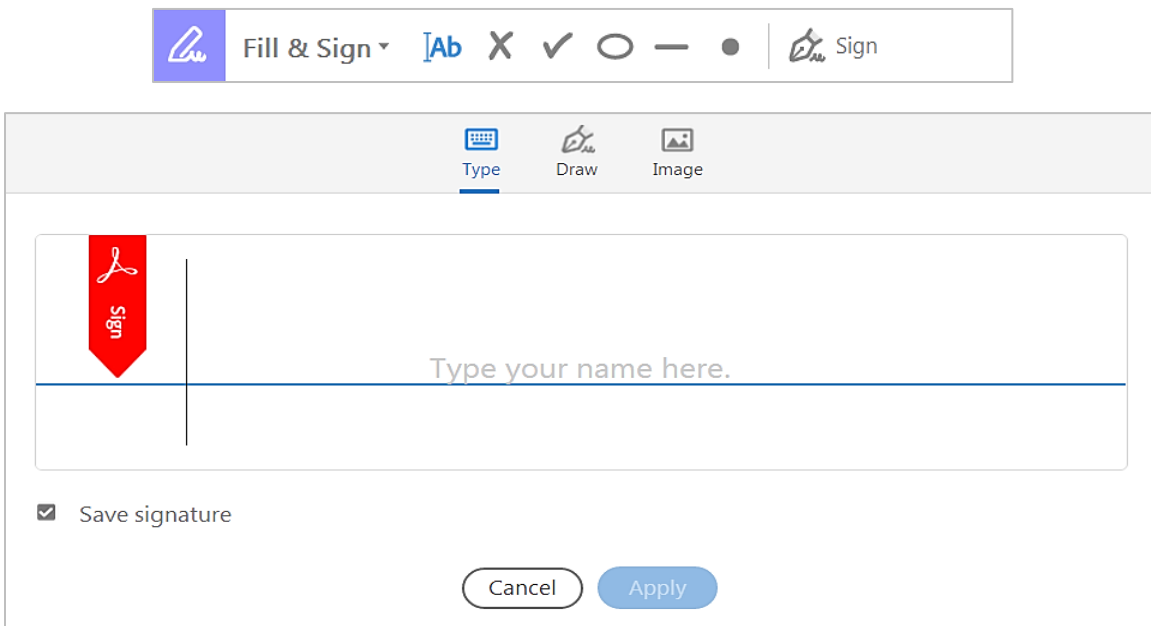
1. From the **File** menu, choose **Properties**.
2. In the Document Properties dialog box, select the **Initial View** tab.
3. For **Navigation tab**, choose **Bookmarks Panel and Page**.
4. Click **OK**.
5. From the File menu, choose **Save**.



## 2 Signatures

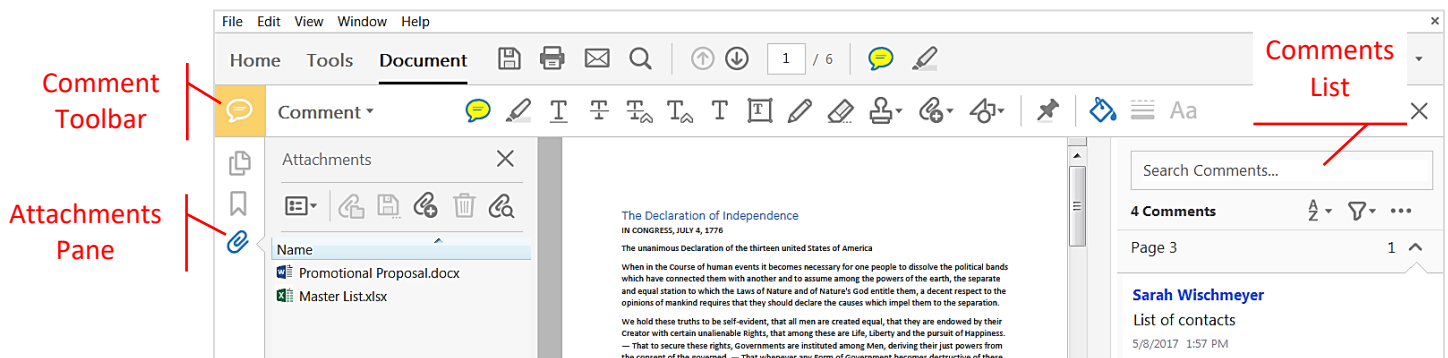
As an alternative to “wet ink” signatures, which require printing and rescanning, you can use Acrobat Pro to type, draw, or insert an image of your signature. You can even “X” and “✓” and initial.

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.



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.

### 4 Edit PDFs



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 → 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 → Undo** (Ctrl + Z).

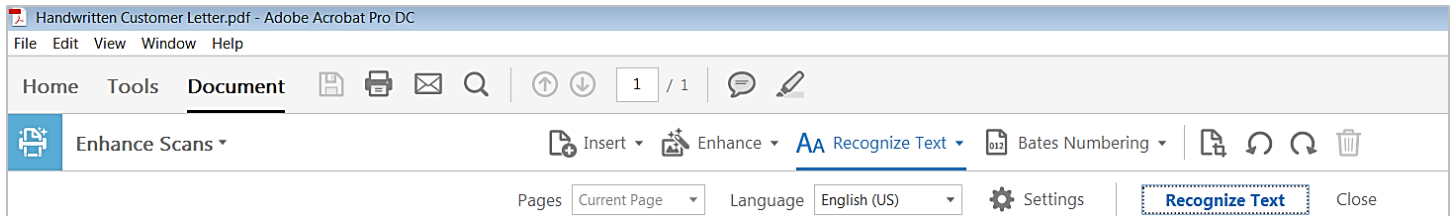


## 5 OCR – Recognize Text in Scanned Documents

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**

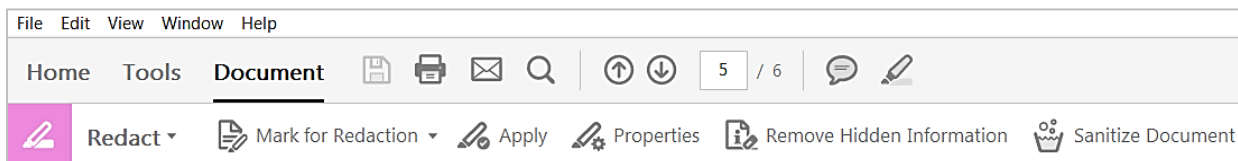
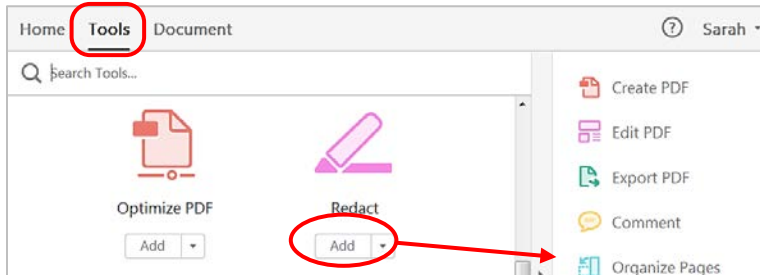


## 6 Redaction – Permanently Remove Content

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 content 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**