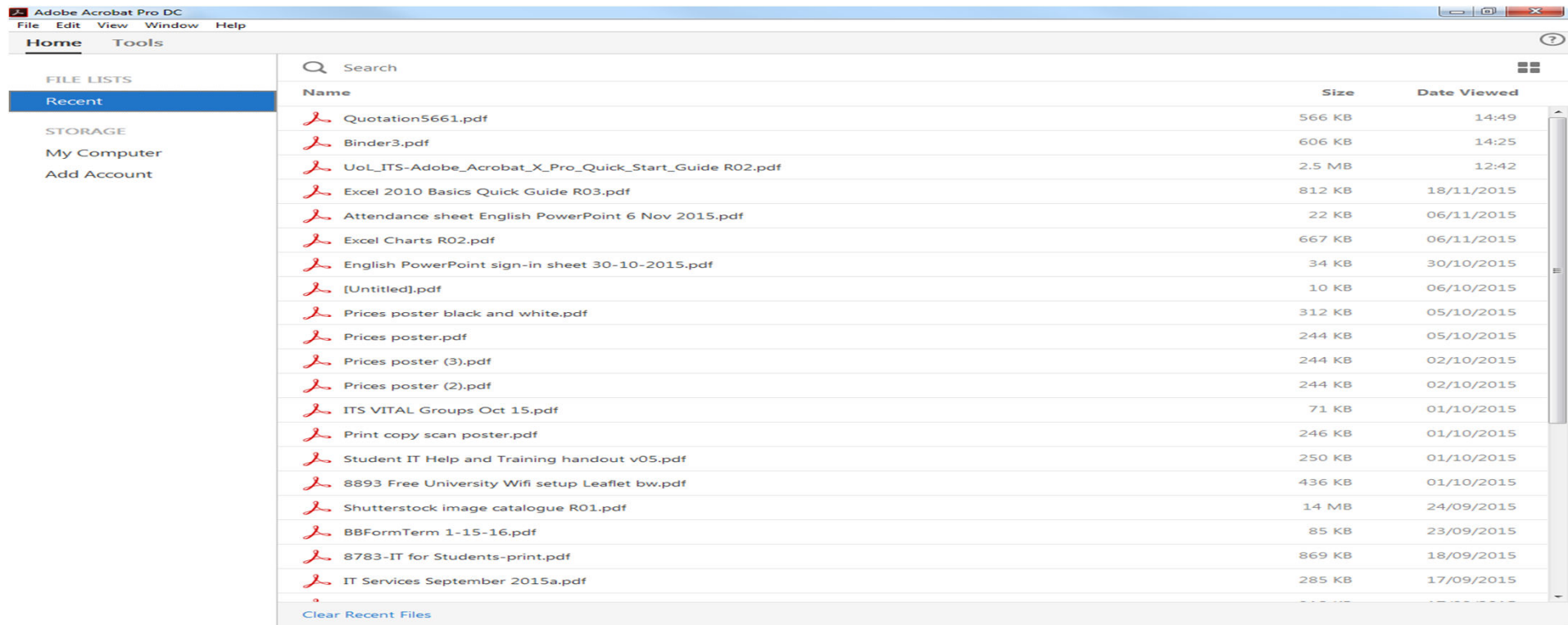# Adobe Acrobat Pro DC
## ELECTRONIC BINDERS

# Adobe Acrobat Pro DC

Acrobat Pro DC is composed of three components:

- Acrobat Pro DC
- Abode Document Cloud
- Acrobat Reader

# Create one PDF from multiple files

Adobe Acrobat DC allows you to create a single PDF file for distribution. It can bring together a variety of different files and formats into a single PDF file.

Files you can combine to create a single PDF file:

- Microsoft Office Files (Word, Excel, PowerPoint)
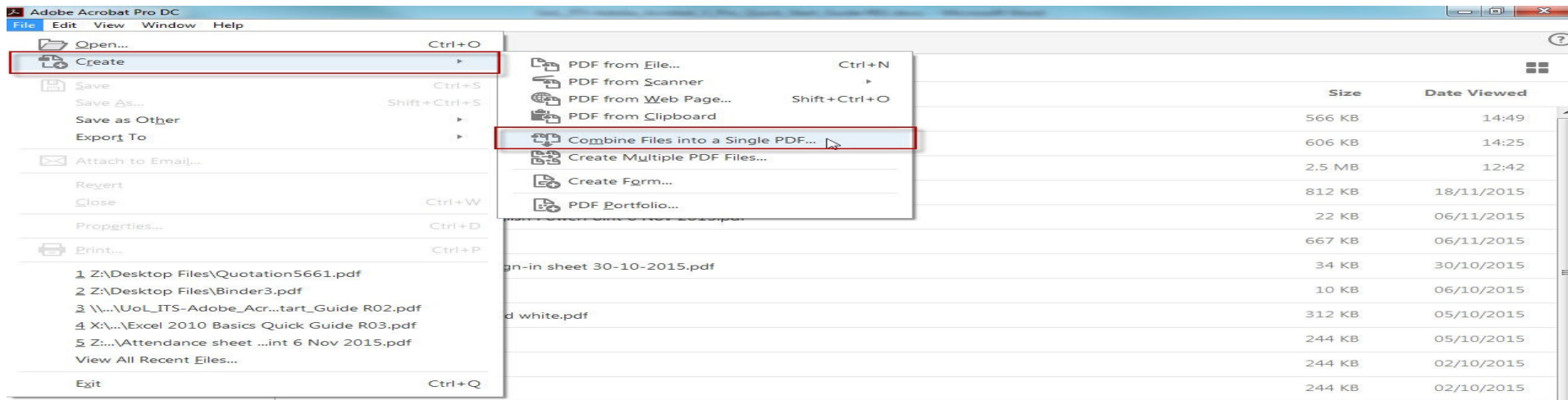- PDF Files
- HTML
- Images and scanned documents

Files you will need to change before you can combine them:

- Emails will need to be converted to PDF files by clicking **File > Save as Adobe PDF** in Outlook
- Web pages (HTML files) should be saved as PDF files

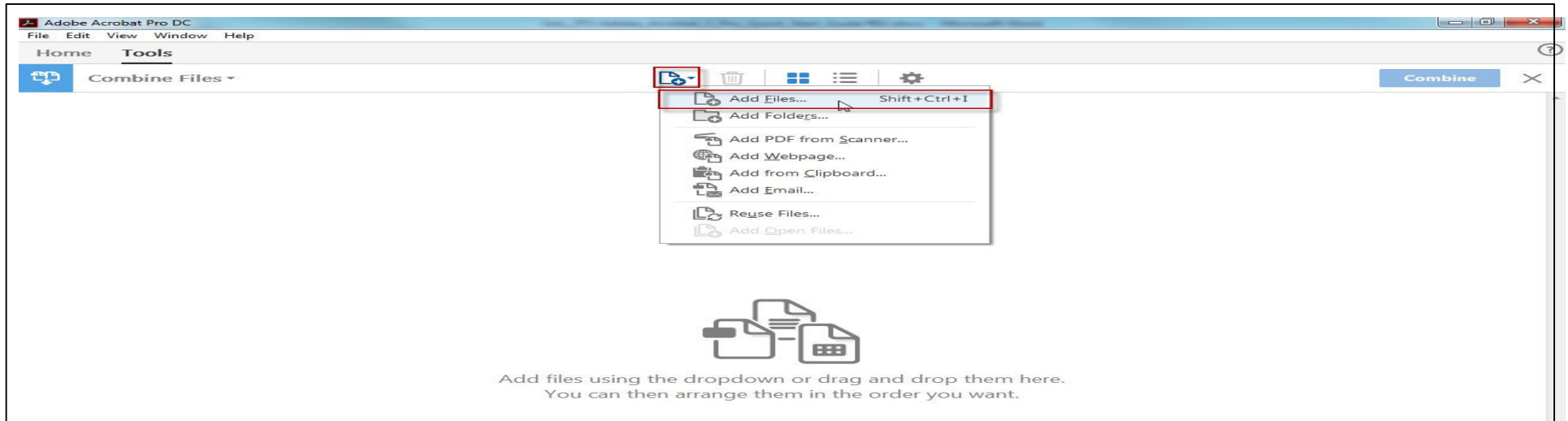To create one PDF from multiple files:

1.  Start Adobe Acrobat DC

    **Start > All Programs > Adobe Acrobat DC**



2.  Click on **File> Create > Combine Files into a Single PDF…**

3. In the **Combine Files** dialog window click the **Add files...** button then click
   **Add files...** to select the files you want to add.



4. Once you have found the file you wish to add, click **Open** to add it
5. If you need to rearrange the order in which your files will be combined, you can do so by dragging and dropping them in the order of your choice.
6. Once you have added all the files you want, click on the **Combine** button in the top right corner. It may take a few minutes to merge these files into a single PDF.

*Note: Once you combine files into a single PDF you will not be able to edit any existing page numbers. Before combining files into a single PDF it is best to delete any page numbers and then add page numbers later.*
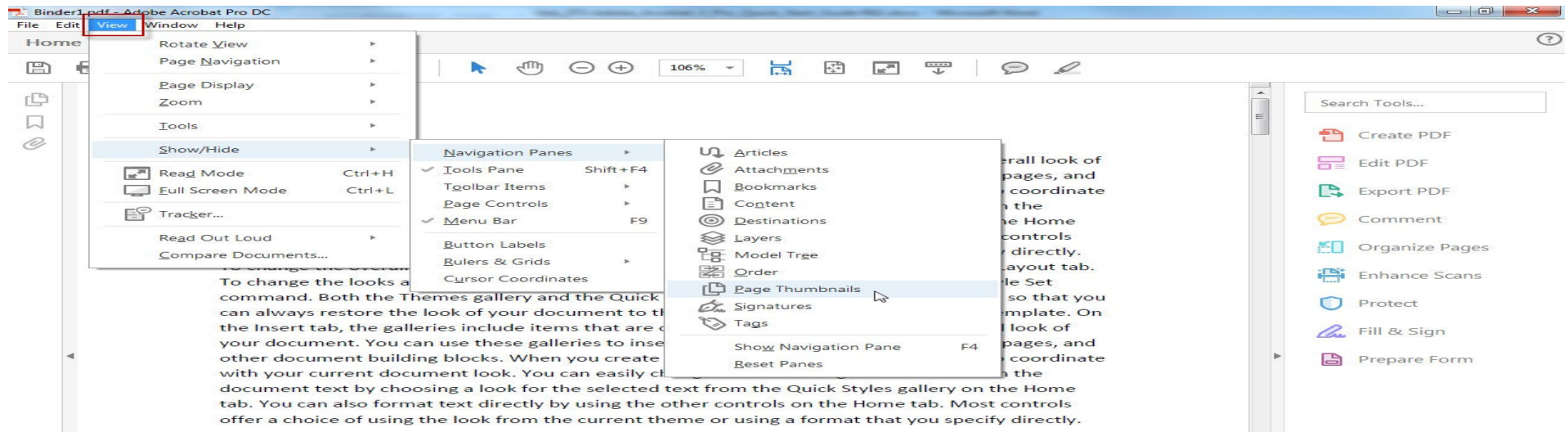
# Change the order of pages

You can use page thumbnails to change the order of your pages. To view page thumbnails and change the order of your pages:
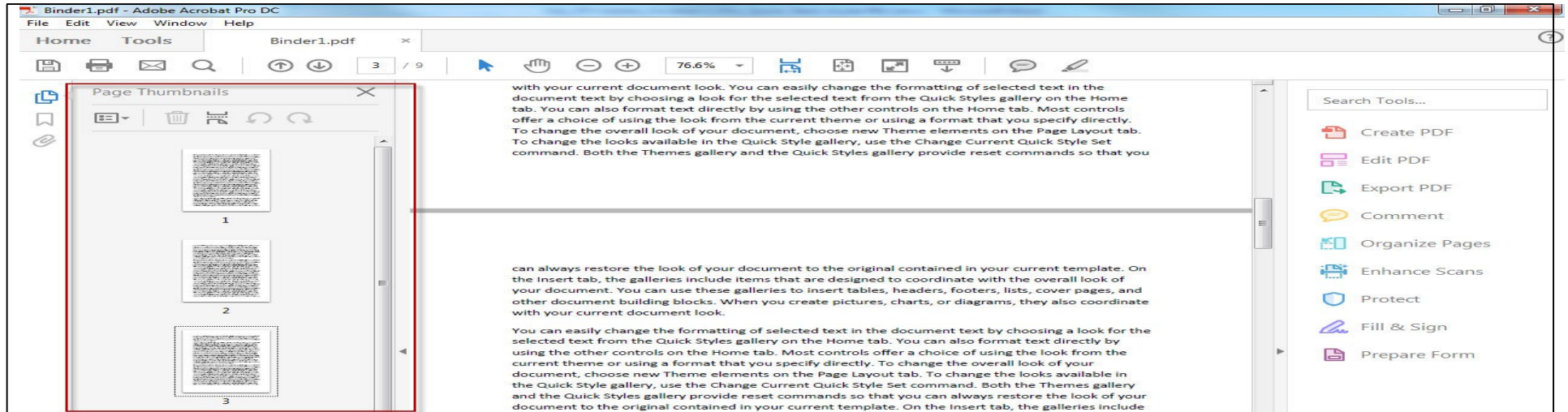
1.  Click on the **Pages** button on the left to view your page thumbnails
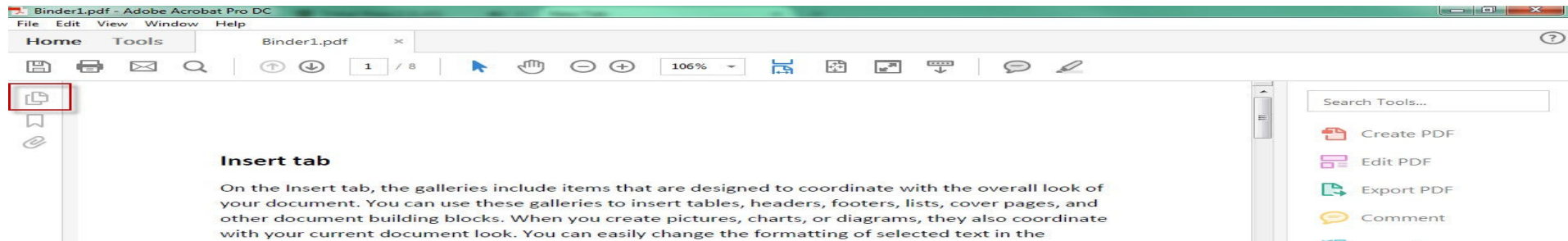


2.  Alternatively, go to **View > Show/Hide > Navigation Panes > Page Thumbnails**.

**3.** You will now be able to see all the pages of your file down the left hand side of the window.
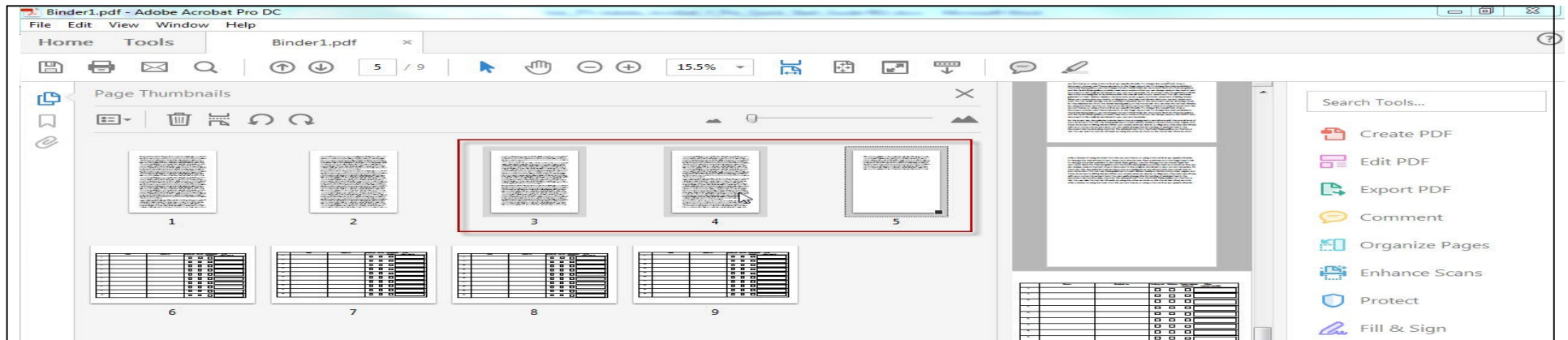
4.  If your file contains a lot of pages, click and drag the grey bar to the right  of the thumbnails to increase the width of the left hand column. You will  now be able to see all your pages as thumbnails without having to scroll.
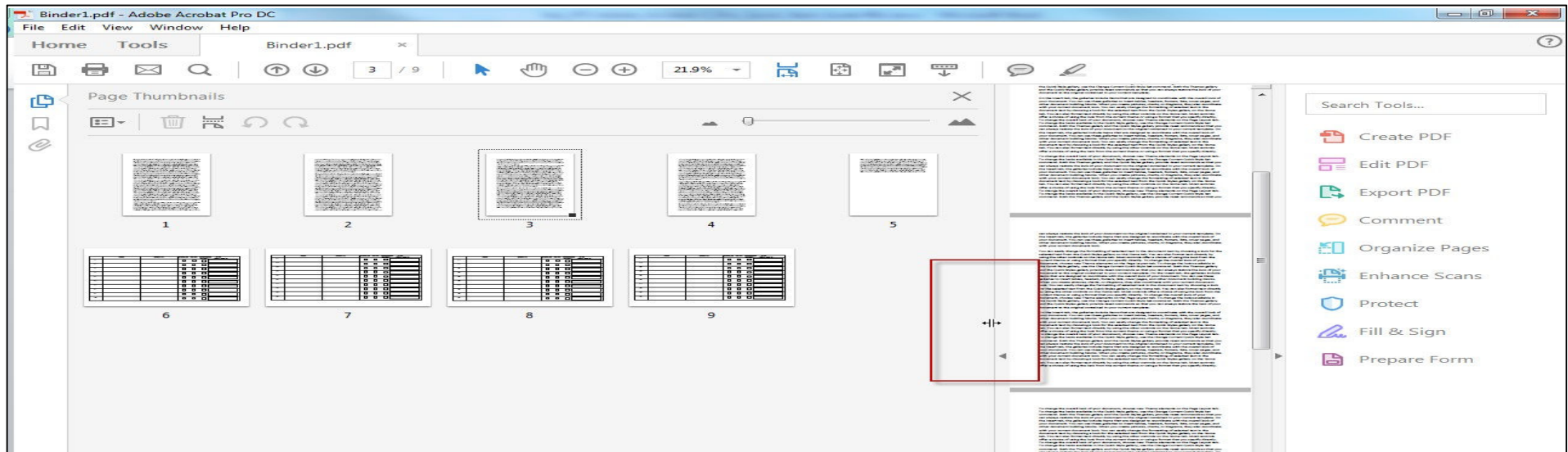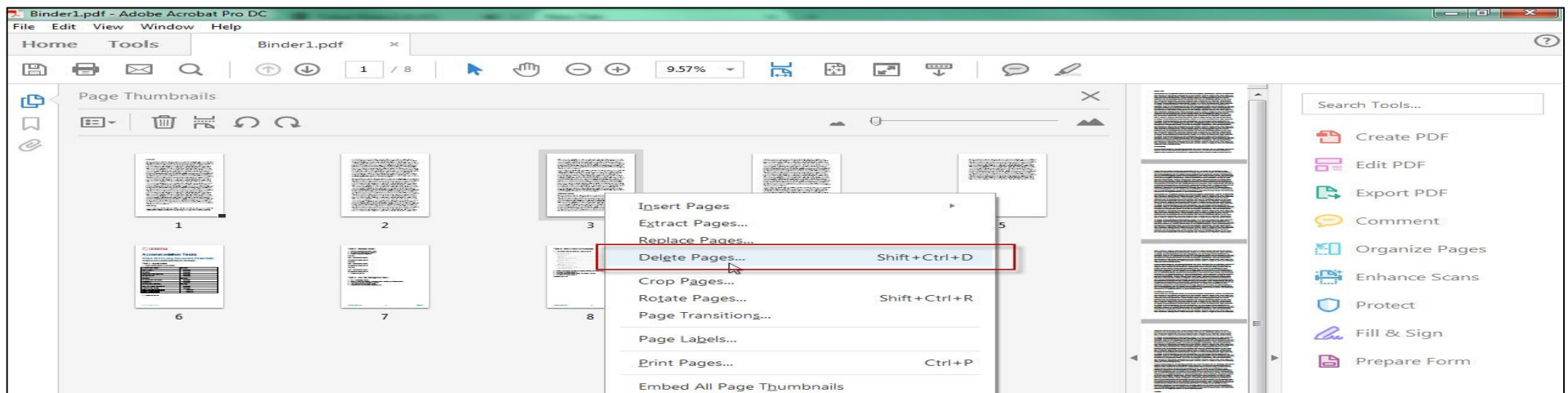


5.  If you want to move multiple pages, hold **Ctrl** and click each  page you  want to move.
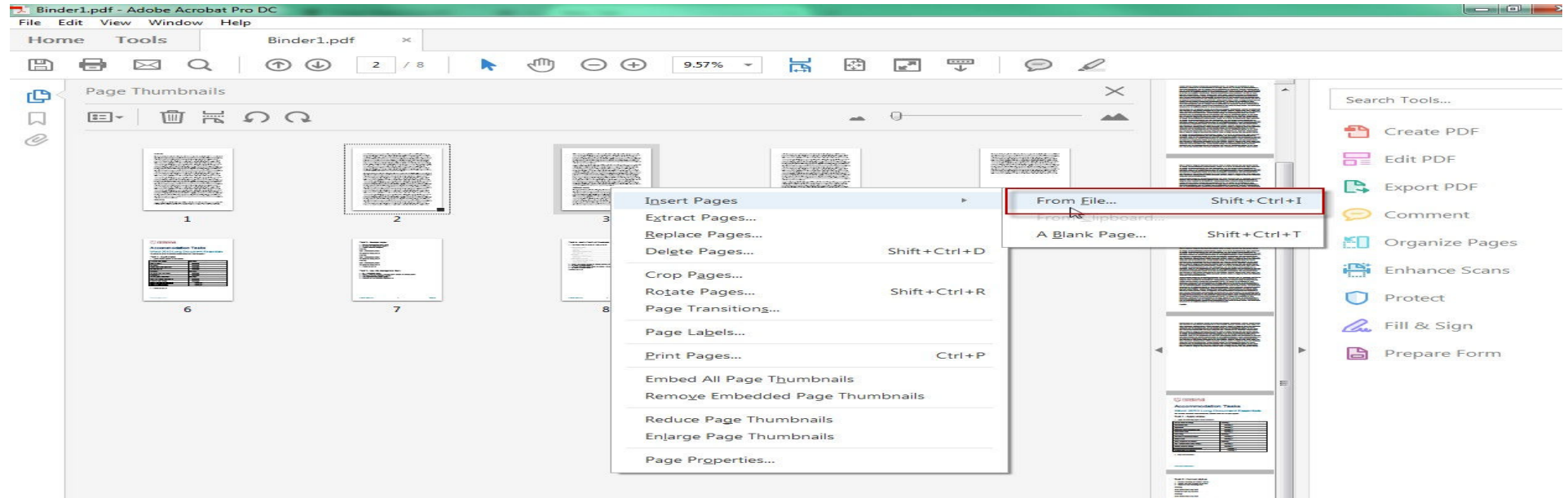
**6.** Drag and drop these pages to your desired location



**7.** If you want to delete a page right click the desired page then select
**Delete Pages…**

8. To insert pages from a different document right-click on any page then select **Insert Pages > From File…**
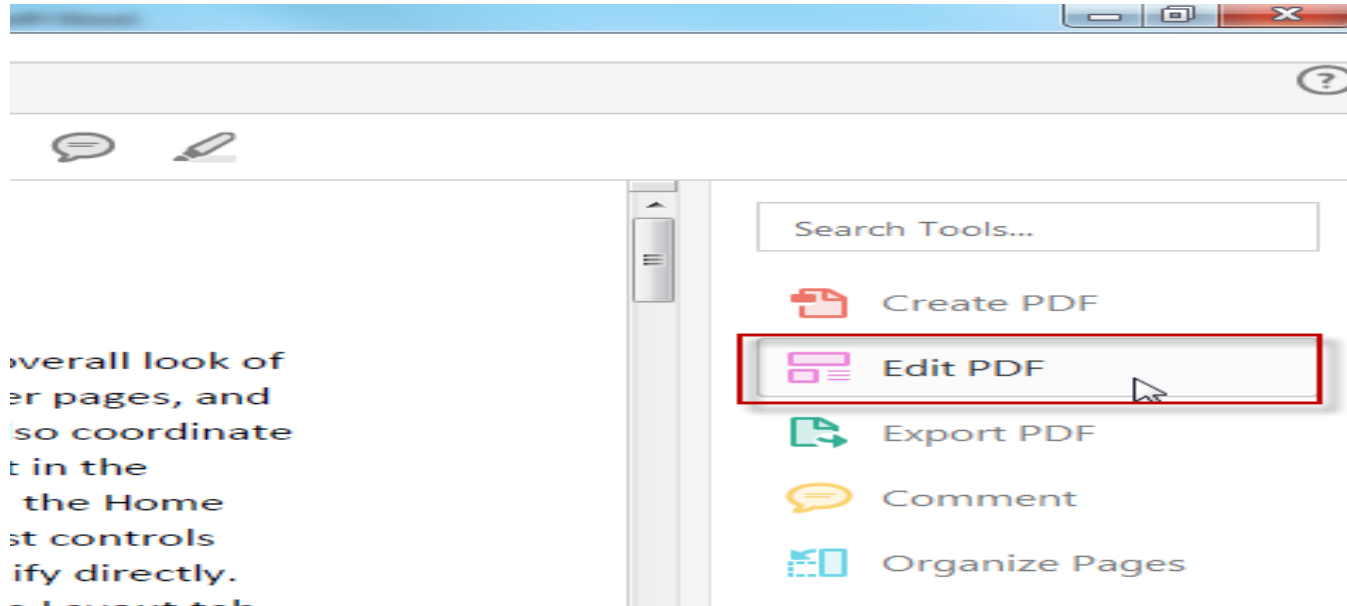


9. Once you have found the file you wish to insert, click **Open**
10. Select the page next to which you wish to insert the content from the new document and click **OK**
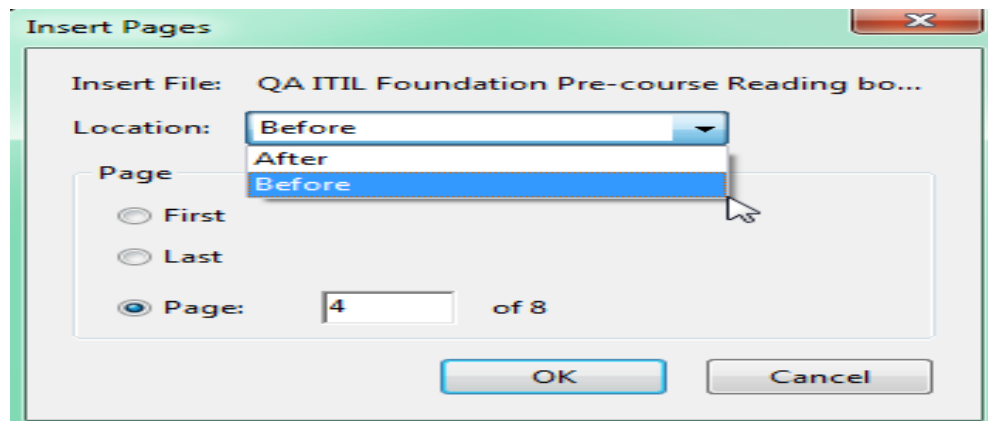
# Add or change text

1. To edit text in the document select **Edit PDF** from the menu on the right. Click on the text you wish to edit and change the text.



2. To type additional text in to the document select **Edit PDF** from the menu on the right then select **Add Text** from the top menu. Click on the part of the page you wish to add text to and begin typing.
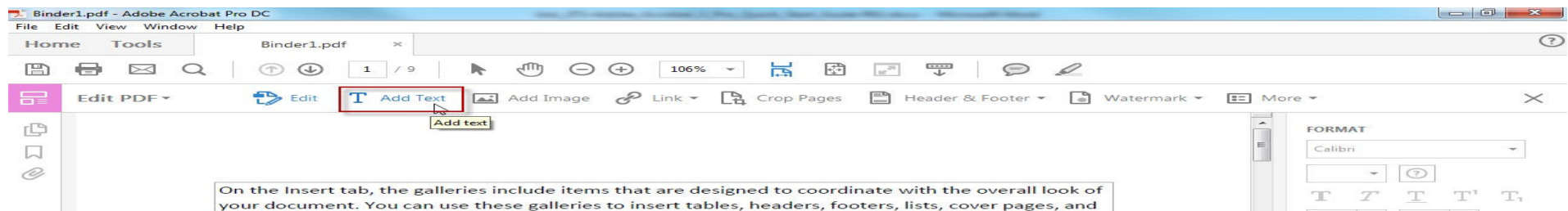
# Move objects

You can move objects, such as images, that are in your PDF.

1. Go to **Tools >     Edit PDF**
2. Click on the object you want to move. You can tell when it is selected as  a box will appear around it. You can then drag this image to move it.
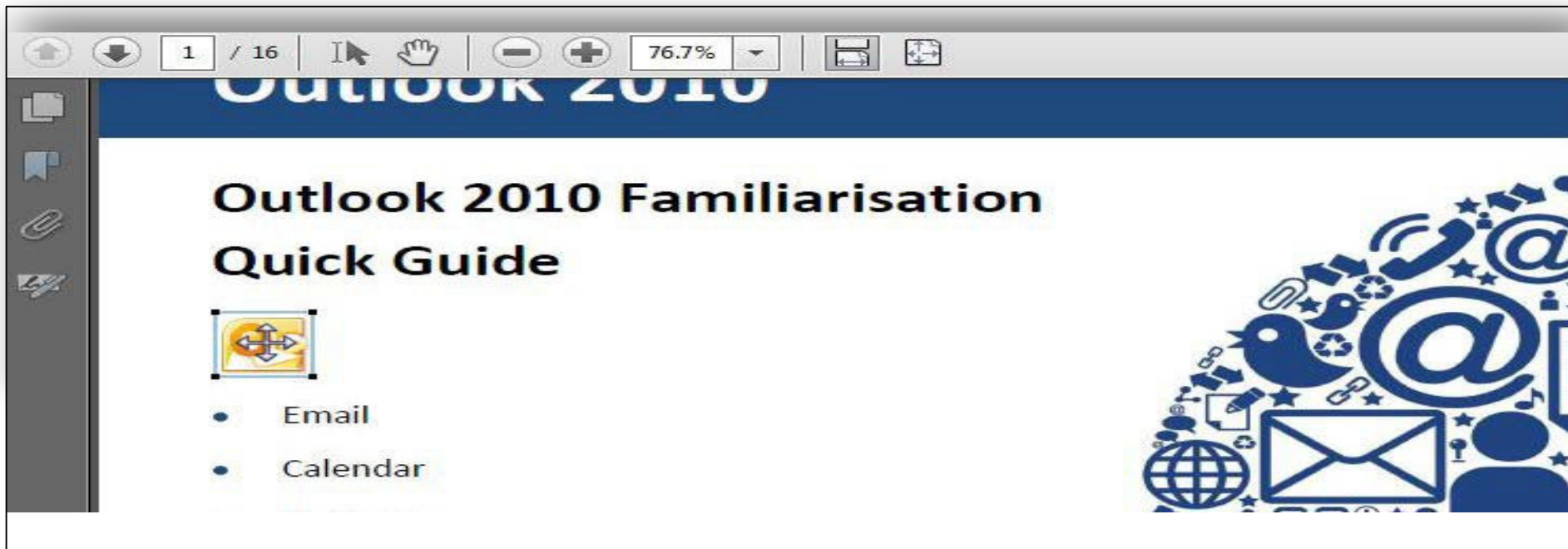
# Create links

Links let you jump to other locations in the same document or to other websites. You create a link using the **Link tool** to ensure your reader has immediate access to related information.

1. Go to **Tools > Edit PDF**
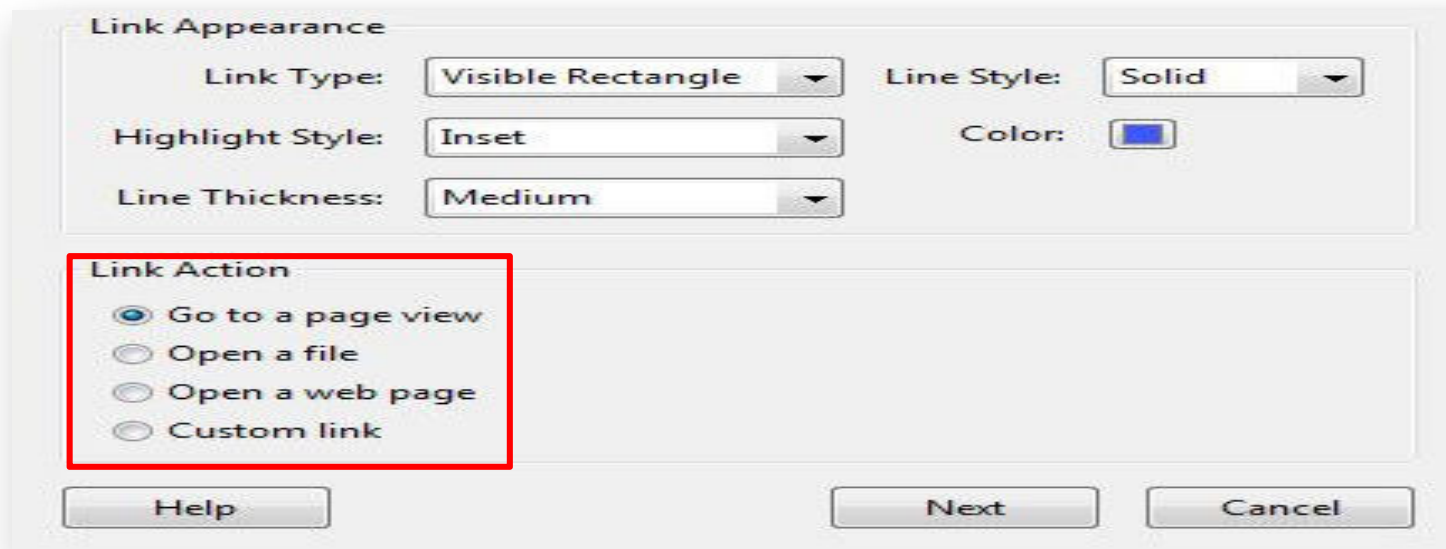2. Select **Link > Add/Edit Web or Document link**
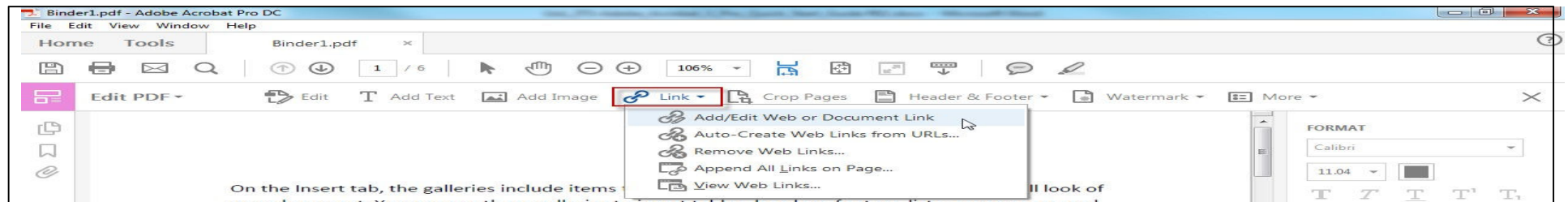


The pointer becomes a cross hair and any existing links in the document including invisible links are temporarily visible

3. Drag a rectangle over the area where you want to create a link. The rectangle will appear blue. This is the area in which the link will be active.

**4.** In the **Create Link** dialog box, choose the options you want for the link



5. If you want to add a link to another page, select **Go to a Page View** >
   **Next**.
6. Now you can select another page within the document to link to.
7. If you want to make the link go to a web page, select **Open a web page** > **Next**. Enter the website address
   (e.g. www.scotcourts.gov.uk), then click **OK**.
8. Click **Next**

9. Use page thumbnails to navigate to the page number you want to link to in the document and then click **Set Link**
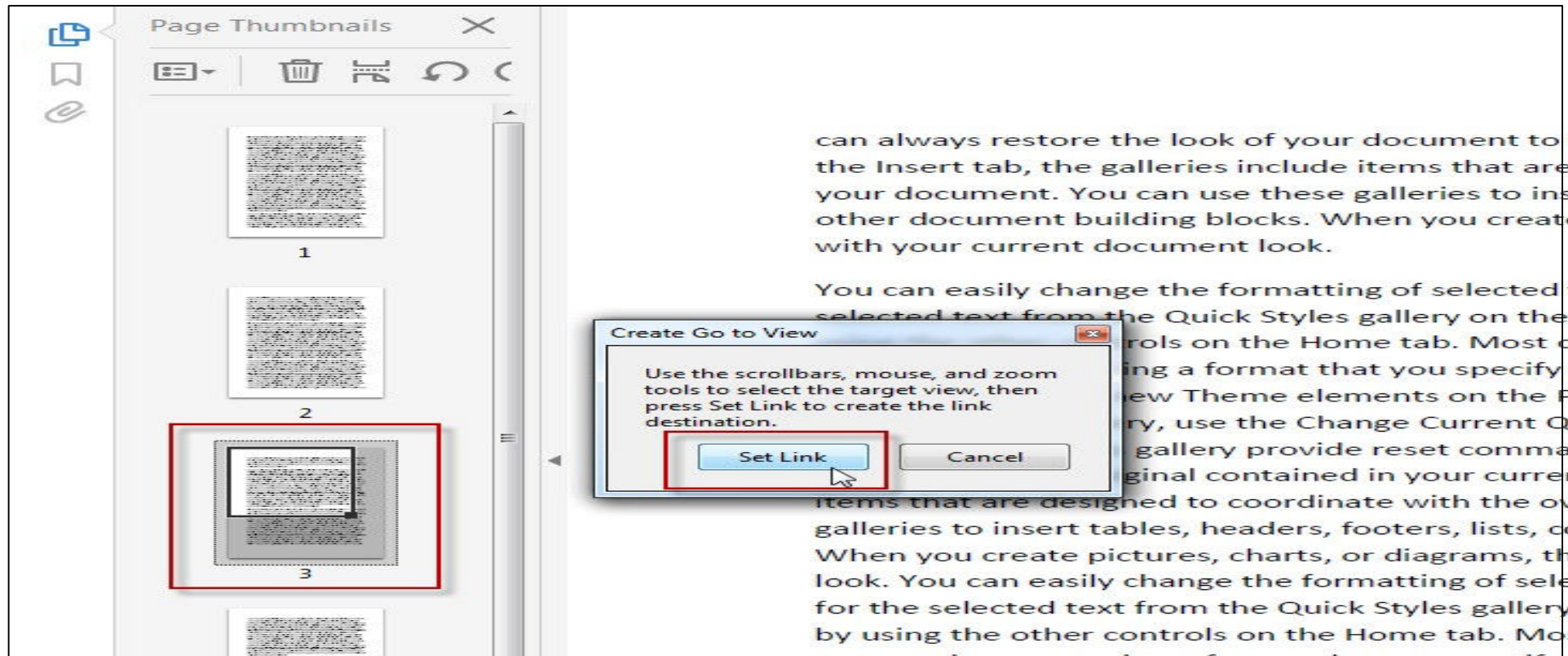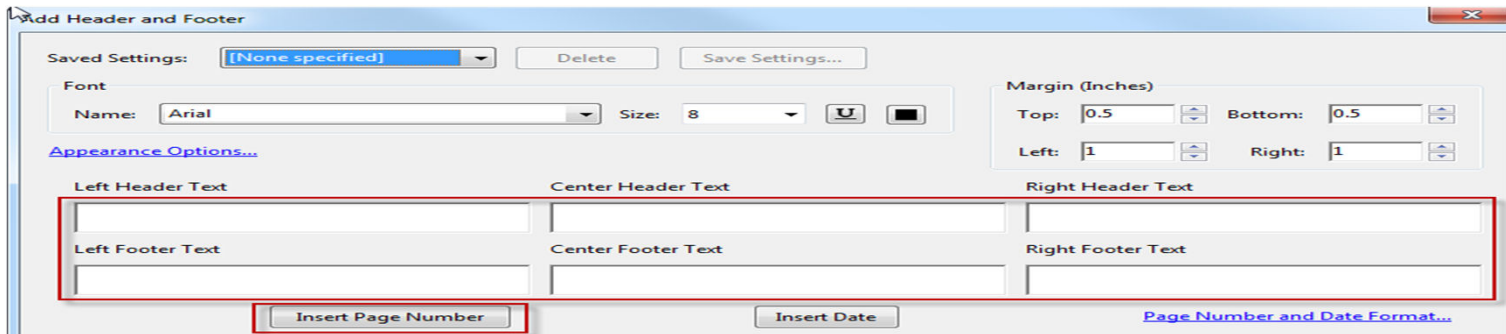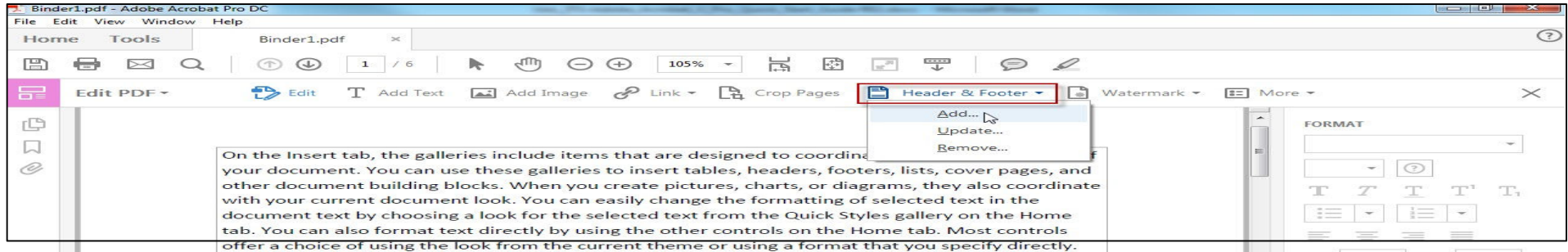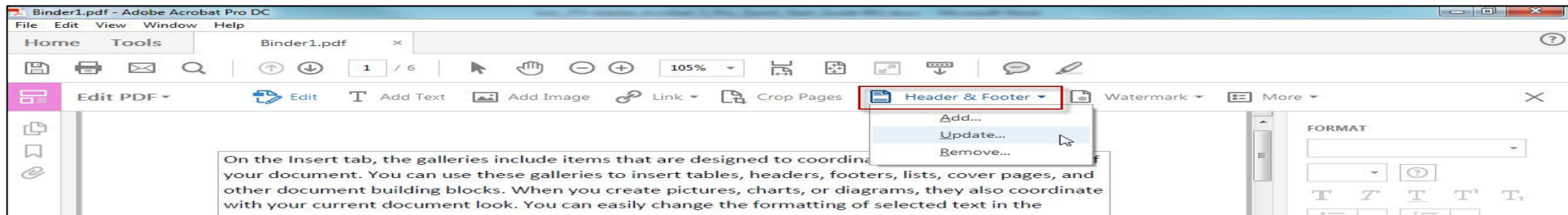
# Add or update page numbers

To add page numbers to a PDF file go to:

1. **Tools > Edit PDF > Header & Footer > Add…**





**2.** Choose the location you want the page number to appear (on the left, centre or right of the page). Page numbers in the header will appear at the top of the document, whilst page numbers in footer will appear at the bottom.
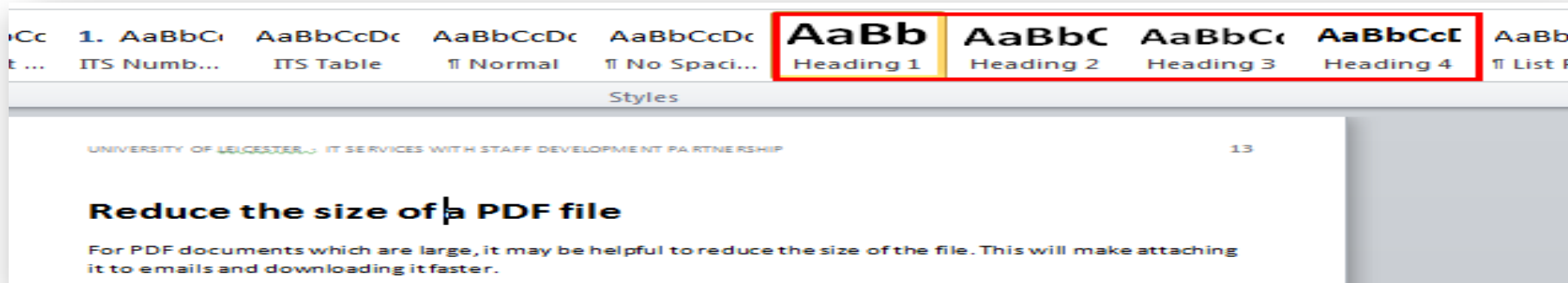
If you move pages around the page numbers will not update automatically. You will need to do this yourself.

- Go to **Tools > Edit PDF > Header and Footer > Update...**

The page numbers will now be in the correct order
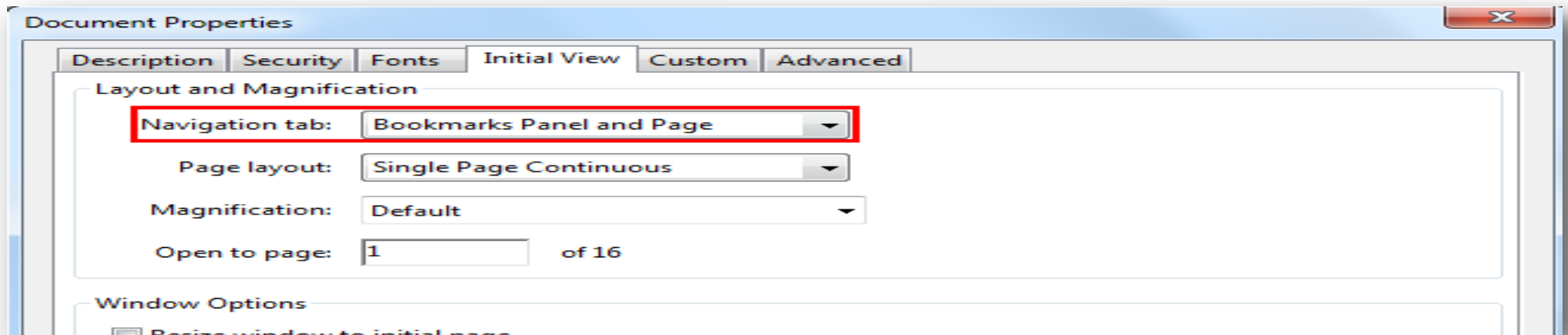
# Show bookmarks automatically



If you have used heading styles in Microsoft Word, they will automatically appear as bookmarks in the navigation pane on the left. You can use these bookmarks to easily jump to any main section of your file.

- Click the **Bookmark icon**  on the left to check if your PDF has bookmarks
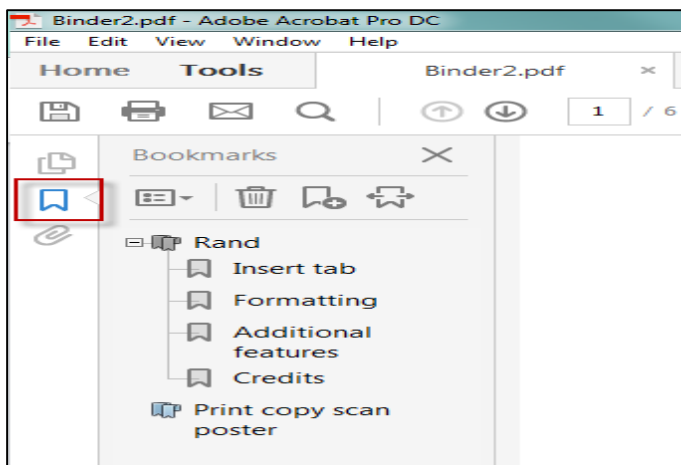
You can set Adobe Acrobat or Reader to show your bookmarks automatically  when the PDF is opened.

1.  Go to **File > Properties > Initial View**

2.  If you want bookmarks to appear, select **Bookmarks Panel and Page**
    from the **Navigation tab** drop down menu.



Bookmarks will now display automatically when your PDF is opened.

If you want to hide your bookmarks, click the **Bookmark icon**  again.

# Creating bookmarks

If you have not used heading styles in Microsoft Word, no bookmarks will appear on the pane to your left. Rather than having to go back and re-edit the Word document, you can add a bookmark using Adobe Acrobat and then rename it as you wish.
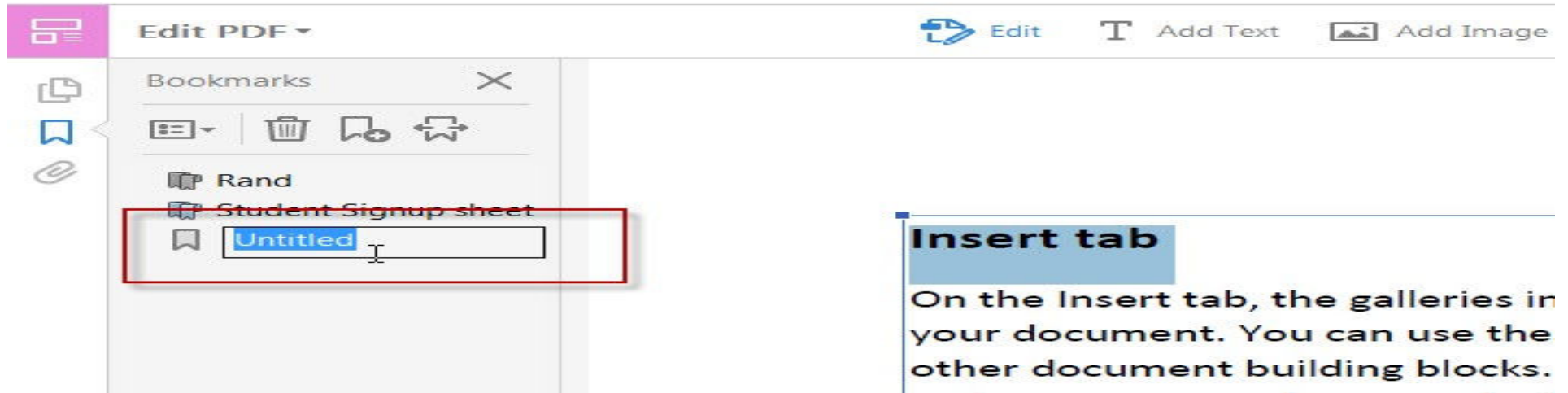
Go to **Tools** > **Edit PDF**

1. Select the heading or text you wish to add a bookmark to
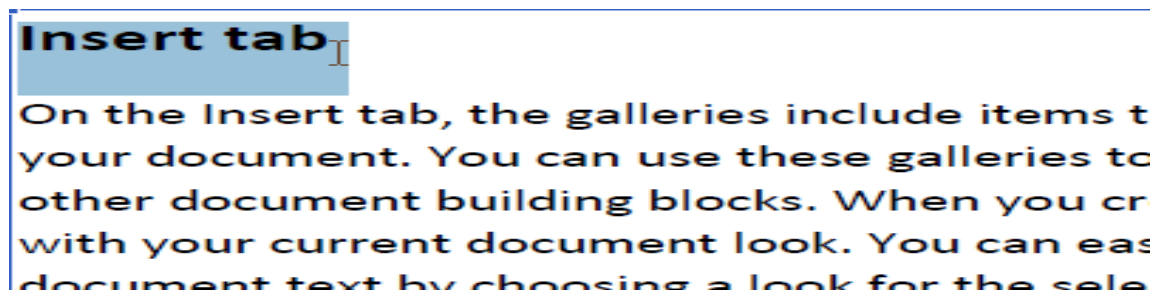


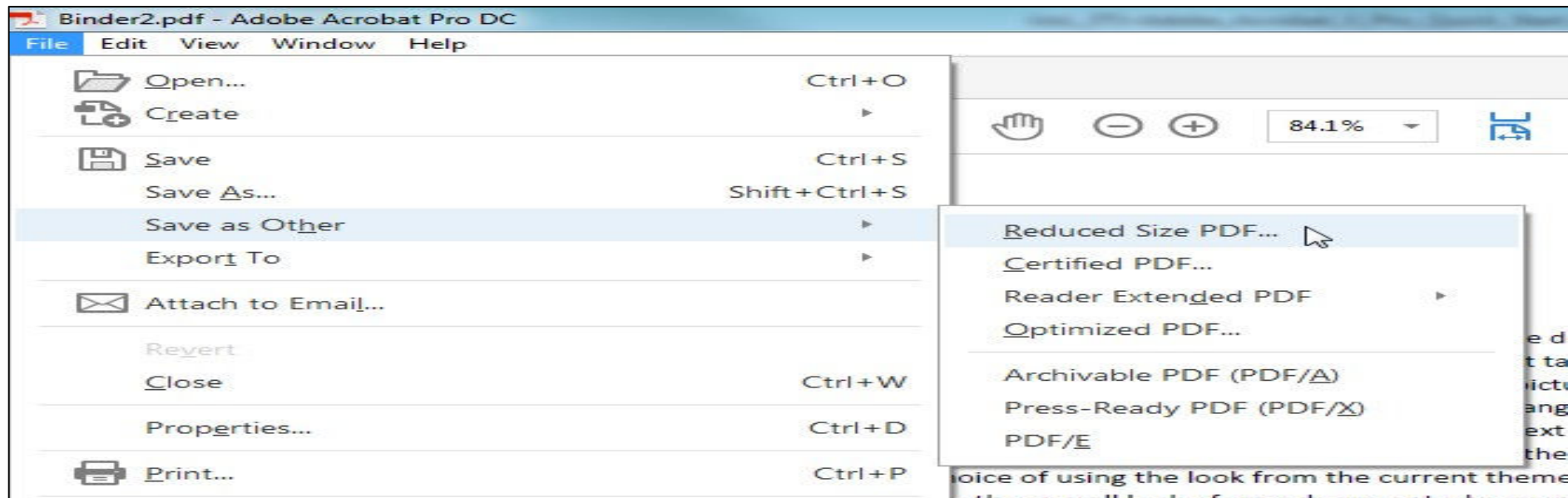2. Select **More > Add Bookmark** (alternatively, use **Ctrl+B** shortcut)
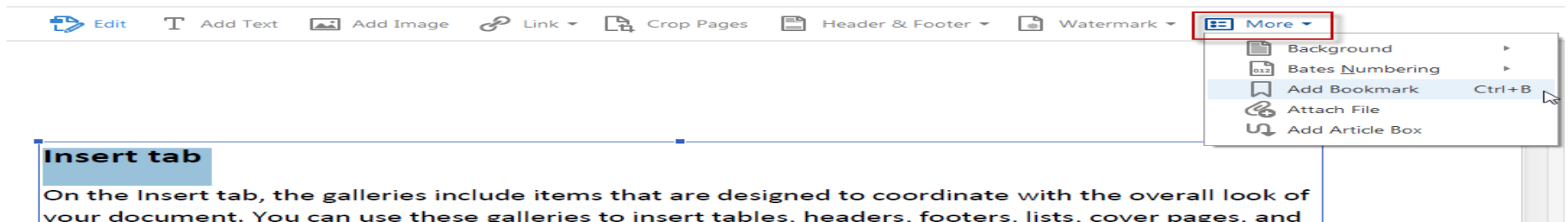
**3.** Rename the bookmark

# Reduce the size of a PDF file

For PDF documents which are large, it may be helpful to reduce the size of the file. This will make attaching it to emails and downloading it faster.

1. Go to **File > Save as Other> Reduced Size PDF...**

2. Under **Make compatible with**, select the oldest version of Adobe you wish the file to be compatible with. Setting compatibility to later versions of Acrobat will allow a greater reduction in file size.
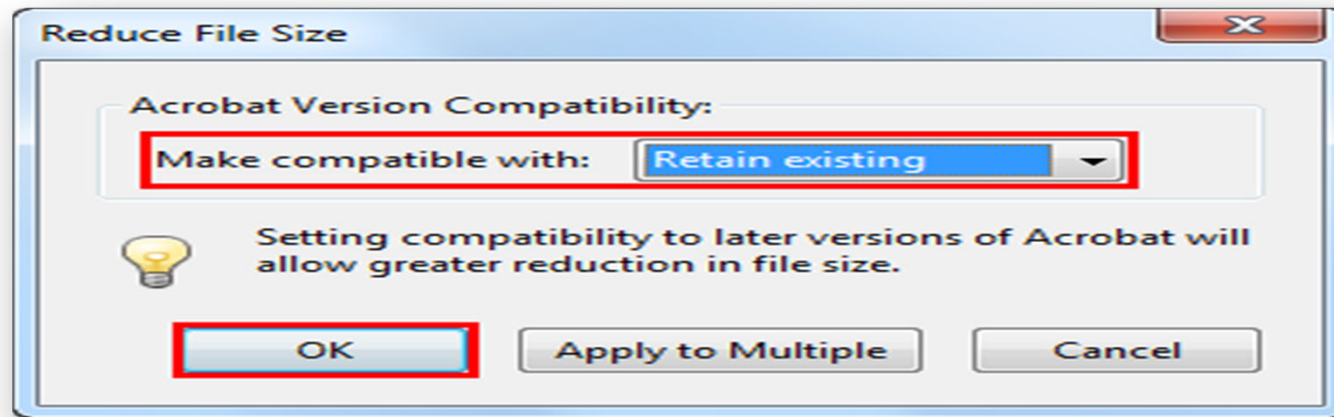


3. Select a location to save your new file to.

After you click **OK**, your new reduced size PDF will be saved.

*Note: Be aware that where images are used in a PDF, there may be some reduction in quality after reducing the size of the PDF.*