

Adobe Acrobat DC




July 11, 2018

Agenda

- What is Adobe Acrobat DC?
- Document Disconnect
- Practice In Place
- Questions?

PDF

/ˌpɛːdɛˈef/ 

noun **COMPUTING**

a file format that provides an electronic image of text or text and graphics that looks like a printed document and can be viewed, printed, and electronically transmitted.

- a file in PDF format.
"I sent him a PDF of the article"

What is Adobe Acrobat Document Cloud

- Document and form creation
- Document editing
- Free e-sign
- Camera scan to pdf
- Creative cloud use/access
- Modern commenting and annotation

Adobe Acrobat DC is different than:



- Adobe Reader
- Acrobat Standard
- Acrobat Pro
- Acrobat Mobile
- Web Browsers
- Applications that open/manipulate PDFs

Document Disconnect:

- SUU administration's goal is for us to be paperless
- 80% of all document-based processes are dependent on paper
- Paper based processes
 - increase admin tasks/workload
 - are 5x slower
 - Not searchable or easily accessible
 - Result in lost or unsigned versions
 - Have poor data integrity (difficult to keep track of final version/ numerous versions of the same doc)
 - Must be filed (often twice- once in a filing cabinet and digitally)
 - ADA accessibility

Most Common Uses

Adobe Acrobat DC

- Making PDFs  Create PDF
- Creating fillable forms
- Creating searchable, editable docs
- Combining multiple files  Combine Files
- Protecting docs
- Signing docs (we don't have this capability)



Edit PDF



Organize Pages



Comment



Send for Comments

Practice in Place

Combining and Reordering Documents

- Combine different file types into one PDF
- Reorganize page order and delete pages



Combine Files



Organize Pages

Exercise

- Bookmarks
 - Links
 - Combined documents
 - Weblinks
 - Attachments
 - Prepare Form
 - Converting PDFs
 - Export PDFs
 - Extract pages
 - Duplicate pages
 - Replace pages
 - Print to PDF
-

Protect PDFs

Password

Protect

Or

Encrypt

The screenshot shows a PDF protection application interface. At the top, there is a 'Protect' menu with options: 'Restrict Editing', 'Encrypt', and 'More Options'. The background document is an invoice from Southern Utah University (SUU) to Wang Liang at Wuhan Polytechnic University. A 'Password' dialog box is open in the foreground, prompting the user to enter a 'Permissions Password' and a 'Confirm Password'. The dialog also shows a strength indicator with four dark bars and the text 'Not Rated'. The dialog has 'OK' and 'Cancel' buttons.

Protect ▾

Restrict Editing Encrypt ▾ More Options ▾

SUU SOUTHERN UTAH Accounts Receivable
UNIVERSITY 351 W University Blvd
Cedar City, UT 84720

Invoice

ATTN: Wang Liang **Account Number**
Section Chief of International Office Invoice Number 2016-002
Wuhan Polytechnic University Invoice Date 12/14/2016
No. 68 Xuefu South Road, Changqing Garden, Handou Due Date 1/13/2017

Password [Close]

Please enter a Permissions Password. After saving, choose File Properties and select the Security tab to review a full list of restrictions.

Permissions Password: **Not Rated**

Confirm Password:

OK Cancel

Questions?