

Adobe Acrobat Pro: Editing and Combining PDF Files

WHAT IS ADOBE ACROBAT PRO

Adobe Acrobat Pro allows you to perform a variety of editing functions on PDF files. To perform the functions in this document you must have this software installed on your computer. Contact the IT help desk for help with installation.

THREE TABS AT THE TOP

- Home Tab: Access a list of recent PDF files or browse your computer locations.
- Tools Tab: Access tools here. They are divided into four sections: *Create & Edit, Review & Approve, Forms & Signatures, Protect & Standardize*.
- Documents: Each document will open in a separate tab across the top. Tap the arrow ◀ on the side to access the side menu of tools while working with your document. To add frequently used tools to the right pane, go to the *Tools* tab > select the dropdown next to your tool> Choose *Add Shortcut*.

EDIT PDF TOOL

- Open your document in Adobe Acrobat Pro > Tap *Edit PDF* tool from the side tool bar. 
- A new menu will appear at the top and along the side that will allow you to perform a variety of editing functions.
- *Edit Text*: tap  > move your cursor to where you would like to edit.
- *Add Text*: tap  > drag to create a text box, and type text.
- *Add Image*: tap  > browse to the image and select. Format image using the *OBJECTS* functions in the side menu.
- *Add Link*: tap  > choose function from dropdown menu.
- Format text font style, size, and alignment from the side tool bar.
- Be sure to save your edits. Tap *File* > *Save*.

COMBINE FILES INTO ONE PDF

- Open Adobe Acrobat Pro > From the *Tools* tab or side menu, tap *Combine Files*. 
- A Combine Files window will open > Tap *Add Files* and browse to choose files. Select multiple files by selecting the first file and then press and hold Command (Mac) or Ctrl (PC) while selecting the other files. Tap *Add Files* and the file window will close.
- To rearrange the order of pages, select the page and drag it to preferred location.
- Tap the *Combine* button at top right. A new tab will open with all of the files you selected named *Binder.pdf*.
- Tap *File* > *Save As* > choose your file location and name.