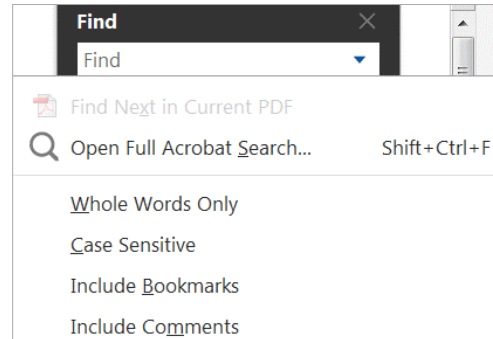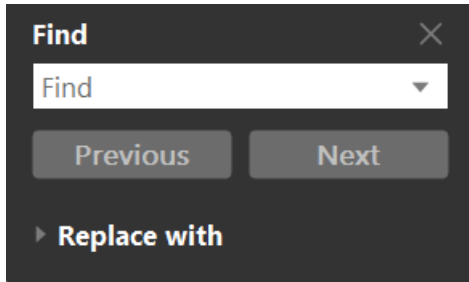# Demo 1: Using Adobe Acrobat Pro DC to View and Create PDFs

1   Find & Search

From the **Edit** menu, choose **Find** *OR* Press **Ctrl + F** *OR* Click the Find icon (magnifying glass).

The Find toolbar appears. For more options, click the drop down in the find box.
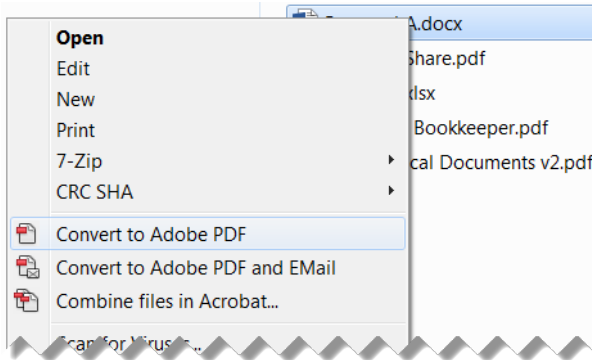
1.1   Advanced Search

From the **Edit** menu, choose **Advanced Search** *OR* Press **Shift + Ctrl + F**.

The Search window opens. For more options, at the bottom click **Show More Options**. It is a toggle. To return to the previous screen, click **Show Fewer Options**.
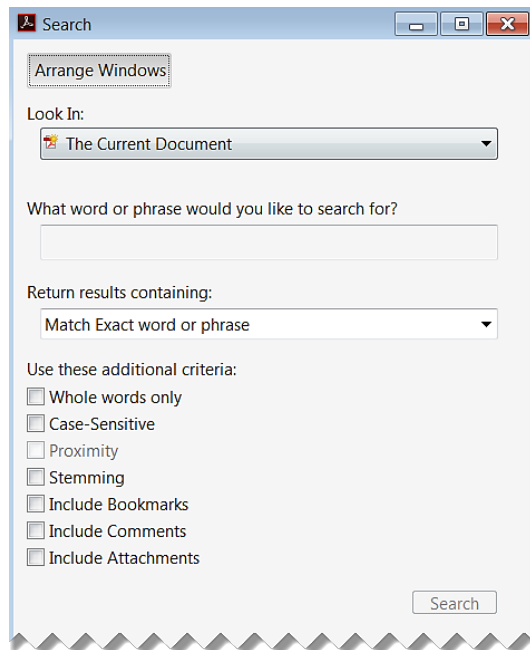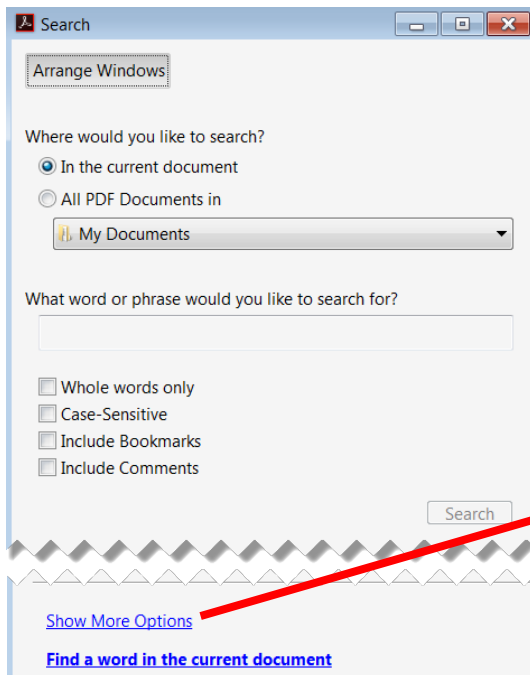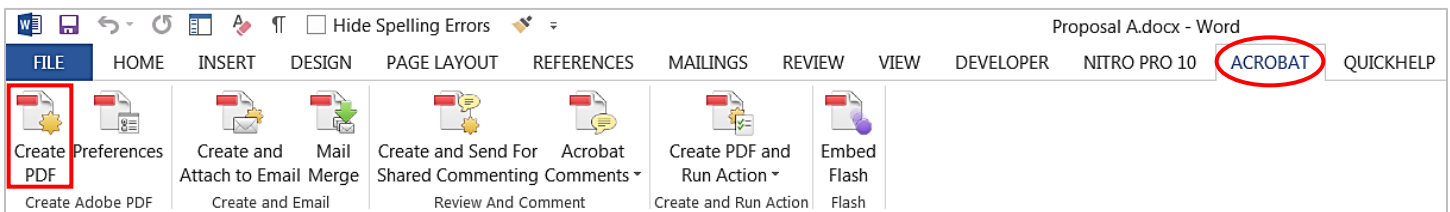
2   Create PDFs

A fast and easy way to convert a file to PDF, is to **right click** the file and choose **Convert to Adobe**.


For **Microsoft Office** documents, use the **Acrobat** tab, which gives you the most options. Click **Create PDF**.

3   Combine and Split Files

3.1   Combine (Merge)

1. Open the folder that contains the files you want to combine
2. Hold down **Ctrl** and **click** the files you want to select
3. **Right click** the selection and choose **Combine files in Acrobat**
4. In the Combine Files dialog box, make any desired changes (e.g., reorder files, add files) and click **Combine Files**
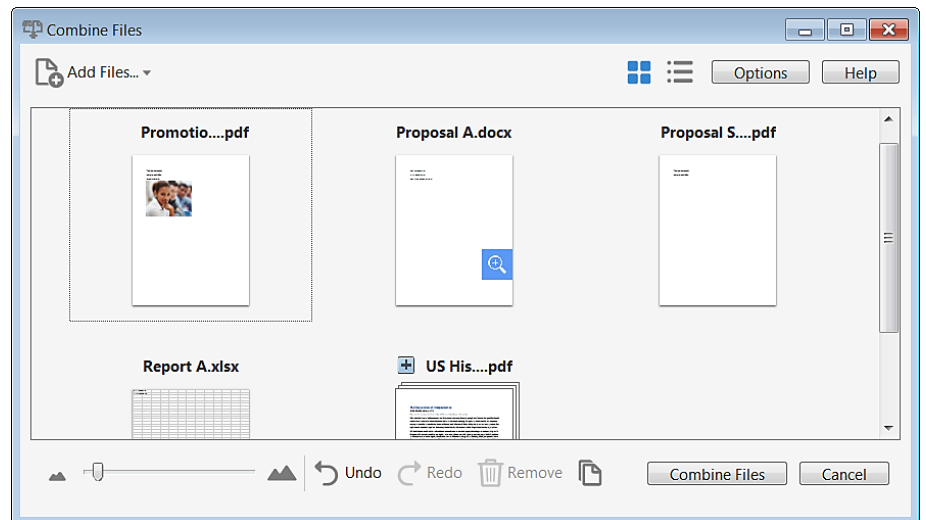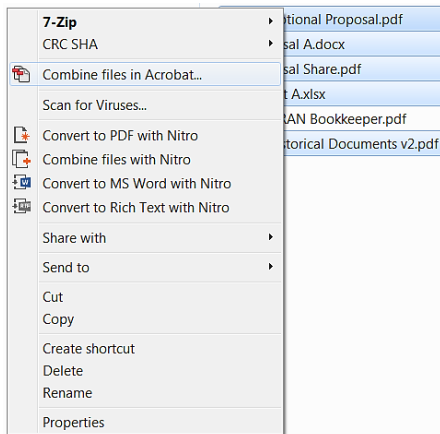
Alternatively, to combine files to PDF in Acrobat Pro DC, from the **Create PDF** toolbar, choose **Multiple Files**.

3.2   Extract Pages

1. In the **Organize Pages** toolbar, click **Extract**
2. Define the **page range**
   TIP: Use either the Page Range dropdown tool or Ctrl + click the page thumbnails
3. Optionally, check the box to delete pages after extracting and/or extract pages as separate files
4. Click **Extract**
   NOTE: Depending on the optional checkboxes, you may be prompted to save the extracted file(s)
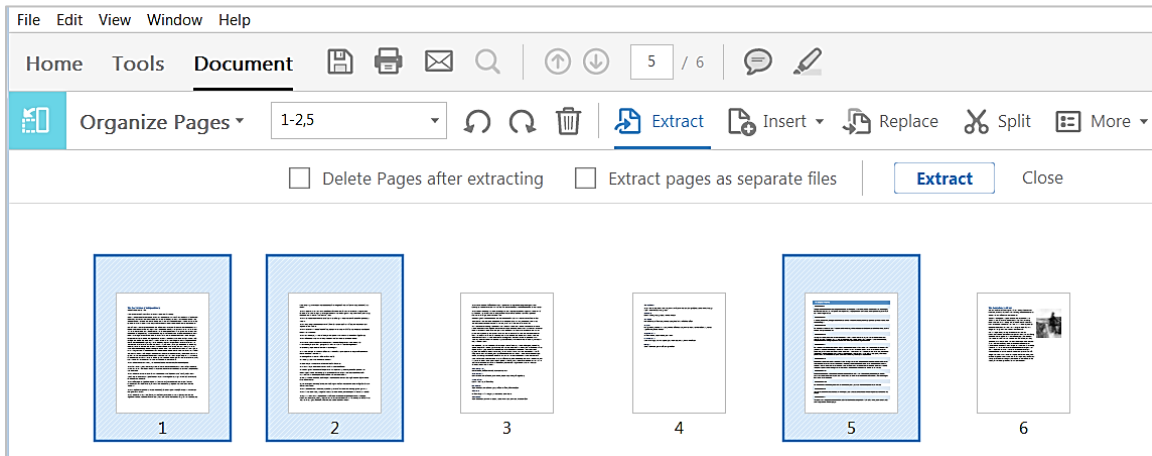
3.3   Delete Pages

1. In the left Navigation pane, click the **Pages** icon to show (or hide) the Page Thumbnails pane
2. In the **Page Thumbnails** panel, right click a page thumbnail, and click **Delete Pages**
3. In the Delete Pages dialog box, specify the pages to delete
4. Click **OK**, twice
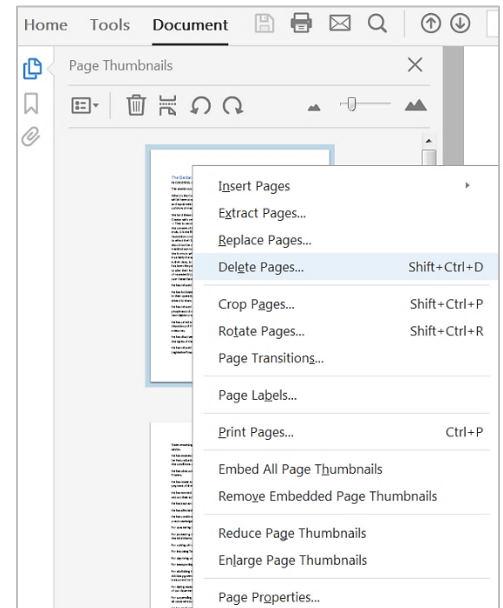
3.4   Split Pages

You can separate and reassemble pages in one or more PDF files into new files. In the **Organize Pages** toolbar, click **Split**. The page splitting functionality allows you to split PDFs based on:

- Number of pages
- File size
- Top level bookmarks

Output Options allows you to define where the files will be saved and what file names will be used.

4   Resize and Rearrange Pages

4.1   Rotate Pages for Display

To temporarily rotate the view of all pages at 90° angles, from the **View** menu, choose **Rotate View**.

4.2   Rotate Pages for Output

To permanently rotate one or more pages at 90° angles, in the **Page Thumbnails** panel, right click a page thumbnail and choose **Rotate Pages**. In the Rotate Pages dialog box, choose the direction and page range.

4.3   Crop Pages

To crop (resize) one or more pages, in the **Page Thumbnails** panel, right click a page thumbnail and choose **Crop Pages**. In the Set Pages dialog box, define the margins to crop, the new page size, and the affected page range.

4.4   Rearrange Page Order

To rearrange pages, in the **Page Thumbnails** panel **drag** page thumbnails into the desired order.
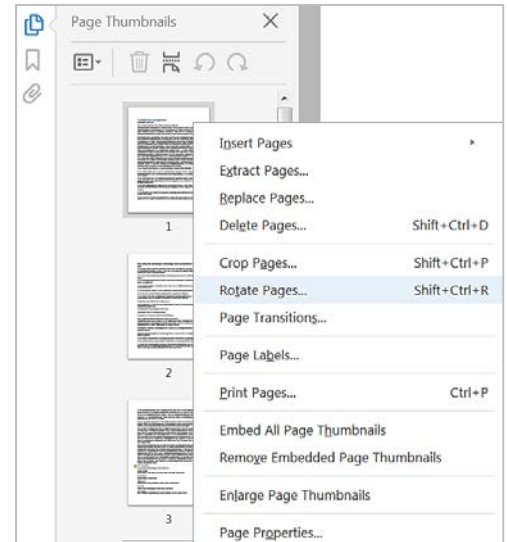
5   Reuse and Output Content

5.1   Copy Content

To copy and paste content for reuse in other applications, select text or an image, then **right click selected** content for options to copy, copy with formatting, or export selection to a supported format.

5.2   Export PDF

To convert PDF to a Word document or Excel spreadsheet or another format, from the **File** menu choose **Export To** and select the desired format. (Alternatively, in the right **Tools** pane click **Export PDF**.)

5.3   Print Pages

To print pages, from the **File** menu choose **Print**.