



Adobe  
Acrobat  
Reader

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Publication Design 1  
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## Credits:

Adobe Acrobat Reader.

<https://www.youtube.com/watch?v=LeW9meMbZCw>

<https://get.adobe.com/reader/>

<https://acrobat.adobe.com/ca/en/acrobat/how-to/pdf-to-word-doc-converter.html>

[https://commons.wikimedia.org/wiki/File:Devicetemplates\\_laptop-01.png](https://commons.wikimedia.org/wiki/File:Devicetemplates_laptop-01.png)

<https://pixabay.com/en/tablet-symbol-icon-ipad-ipad-air-1576230/>

[https://commons.wikimedia.org/wiki/File:Adobe\\_Reader\\_XI\\_icon.png](https://commons.wikimedia.org/wiki/File:Adobe_Reader_XI_icon.png)

Fonts:  
Arial  
Minion Pro

## Introduction

Adobe Acrobat Reader is a one of the many application of Adobe applications. It is a app that you can read pdf files, create your pdf files and even edit and add things to your own pdf files.

This manual will explain the main concepts of Adobe Acrobat Reader such as how to download it on both on a windows computer and also on a imac computer.

We will also explain the main tools that is used and how to use the main tools of Adobe Reader.

The purpose of this manual is to show how Adobe Reader can be used in many ways and how to use it.

-Abigail Cross



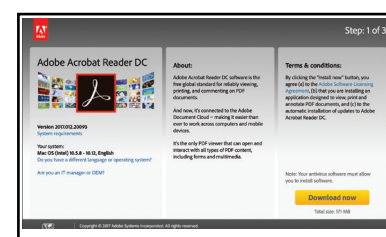
## Tutorial Introduction:

This tutorial will explain how to download the Adobe Acrobat Reader on both a macbook computer and on a windows computer. This tutorial will explain the main tools that are used in Adobe Acrobat Reader.

## Lesson 1: how to download on both mac and windows

### On mac:

1. Type in on your browser: <https://get.adobe.com/reader/>  
Tip: This will bring you to where you can download the app instinctively than having to go to Adobe's main website.
2. Click on "download". This will automatically download Adobe Acrobat Reader.
3. Go to your downloads and drag the installed file on to your desktop.
4. Click on it and it will show the application in Finder.
5. Click on it and it will be activated.



Adobe Acrobat Reader main download page

### On windows:

1. Type in your browser, "get.adobe.com/reader". This will bring you to the Adobe Reader download menu.
2. Scroll down the down the page and when you see under also install: free google toolbar, unchecked it. This will only install Adobe Reader.
3. Click on download, then a pop-up will appear at the top of your window, click on it with your cursor and click on "Install this add-on for all users on this computer."
4. Once clicking on this, a pop-up will ask you if you want to install Adobe Acrobat Reader, click on install.
5. After Adobe Acrobat Reader is installed, click on close download manager and close your browser.
6. Open Adobe Acrobat Reader, and accept the license, then the Adobe Acrobat Reader will be fully downloaded and installed to your computer.

For more information on Adobe Acrobat Reader, click on the following link

## Lesson 2: how to use the tools on Acrobat Reader

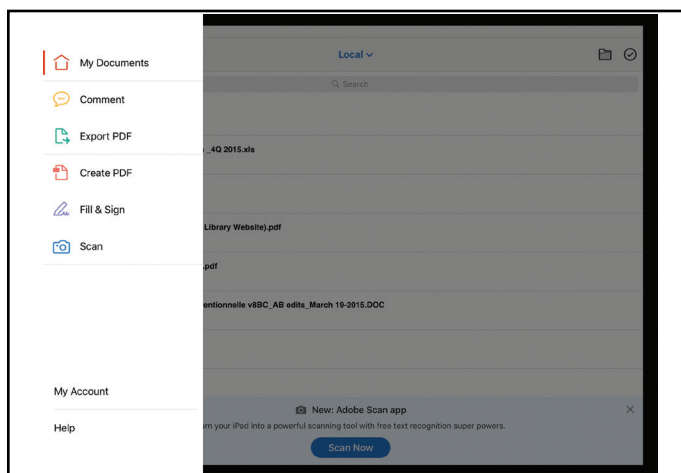
### Main Tools:

#### Description

There are different type of tools that are used in Acrobat Reader. There are tools to help you create the files and also help you be more organize and also edit your files. The tools that are the main ones are:

#### Type of tools:

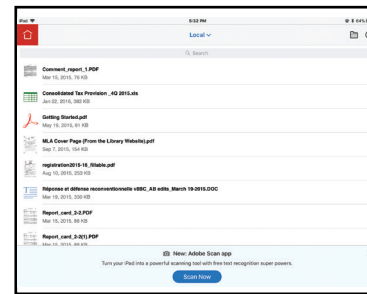
- My Documents
- Create Pdf
- Export Pdf
- Comments
- Fill & Sign
- Scan
- Other options



Main Tools

## My Documents:

My Documents is the main menu of Acrobat Reader. You can view your documents by clicking on them.



My Documents

## Create PDF:

For a mac:



1. File-Create-Pdf from file.

Tip: this will let you create a file from a actual file such as word or pages

For a ipad:

1. Open a word document from your files on to Adobe Acrobat Reader.
2. Open the word document in My Documents.
3. Press Create a PDF.



## Export PDF:

For mac:



1. Open a file in acrobat.
2. File-Export
3. Choose Microsoft Word as the export format. Do File-Export-Microsoft Word.
4. Click on Export
5. Create a name for file and save it.

For ipad:

1. Open a PDF that was created from My Documents.
2. Tap Export



## Comments:

There are different type of comment tools.

## Notes:

1. Press on the tool on the far bottom left that is a speech bubble icon.
2. Type what you want in the note and save it.

## Highlights:

The highlighter tool is the icon that is beside the note icon.

1. Press on it.
2. Scroll with two fingers and Highlight things by using one finger.

## Underline Text Tool:

Is center of the tool bar. To use it, put your cursor over the text that you want to use and click on the underline tool

## Strikethrough Text Tool:

The stirkethrough tool is beside the highlighting tool. You can cut out parts of your text by using this tool. Put your cursor over the text that you want to use and click on the strikethrough text tool, then a line will be on the selected text.

## Add Text Comment Tool:

The add text comment tool is beside the draw tool. To use this tool, click on the add text comment tool and click anywhere on your PDF, then type what you want, then the comment will be on your PDF.

## Draw:

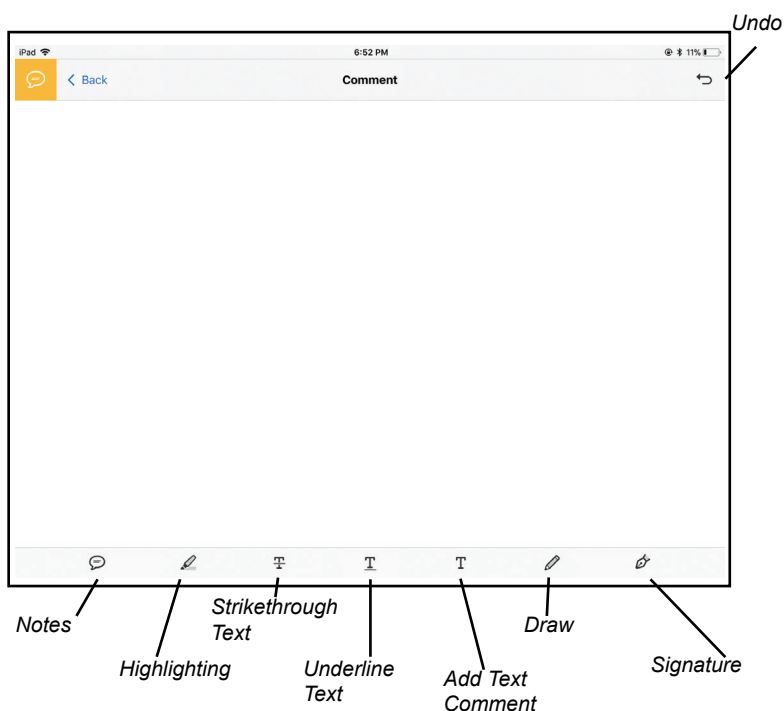
The draw tool is right beside the signature tool. You can draw anything over your PDF file, you can also save and undo your drawings.

## Signature:

The signature icon is the icon that is at the bottom right of the screen. You can write your signature and save it on your device.

## The Undo tool:

You can undo any of your changes of any of the comment tools.



## Fill & Sign:

In order to use this feature on Adobe Acrobat Reader, you must download the Adobe Fill & Sign app which is free to download

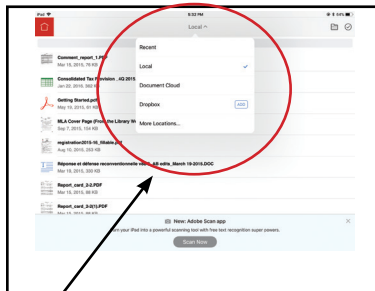
## Scan:

It's also a built-recognition You can capture anything automatically and transform it in PDF automatically, creating the PDF as an versatile PDF.

# Other Options:

## Location:

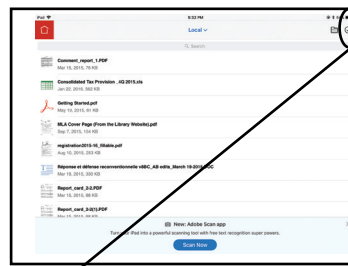
You can also change the location of the document by clicking on the location that is on the top of the screen.



Location

## Editing Files:

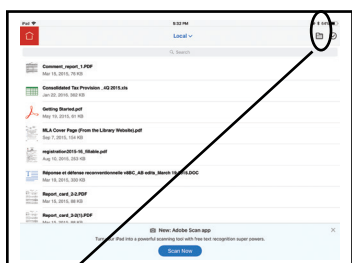
Hate the way your file was created? Or you want to have more than just one file? You can edit files by clicking on the icon that looks a square with a checkmark in it.



Editing Files

## Creating Folders:

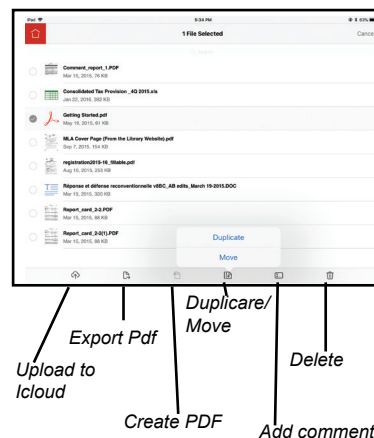
Have too many files open? You can find creating folders on the right side of the top browser (the folder icon is the icon for folders). Click on it and name your folder and click ok for it to be created.



Create Folder

## Backup formats:

After clicking on the editing files icon, select a file that you want to edit, then you can use different backup formats such as uploading it to iCloud, exporting the pdf, duplicate or move and delete files.



## Reference

### How to save PDF files in other Adobe Applications:

To create pdf files in other applications such as Illustrator, InDesign, and also in Photoshop.

For Illustrator:  
File-Save as-PDF file.

Note: You can add options such as keep all trim marks (color registration, crop marks etc.) Also after saving the PDF, you can view it right after you save it.

For InDesign:  
File-Adobe PDF pre-sets- pdf formats

For Photoshop:  
File-Save as-PDF file

### Tips on Using Adobe Acrobat Reader:

-Using Adobe Acrobat Reader, there are many tools that are used for many different ways, comments for adding or giving feedback on files, backup formats to delete or remove or duplicate or move files.

If you have troubles with Adobe Acrobat Reader, you can use Adobe Acrobat Pro, which is a updated version of Adobe Acrobat Reader. It has more tools than Adobe Acrobat Reader, but it's the same as Adobe Acrobat Reader.

Adobe Acrobat Reader is great for viewing files or creating your own files. If you need to create a PDF file for a certain class, Adobe Acrobat Reader is the best application to be used for it .



## Appendices:

### Glossary:

**Strikethrough text tool:** a tool that can be found in the comments toolbar. You can cross out specific text that has been selected.

**Underline Text Tool:** a tool that can be found in the comments toolbar. You underline specific text that has been selected.

**Export:** is the saving format when you want to export your PDF file.

**Duplicate:** It is one of the backup formats. You can have two of the same files of one file.

**PDF:** is the file format for all files of Adobe Acrobat Reader. Using this format, it will show to the computer that it will import the file as viewed file.

**Notes:** a tool that can be found in the comments toolbar. You can add comments all over your files.

**Highlighting:** a tool that can be found in the comments toolbar. You can highlight specific text that has been selected.

**Location:** is where you can switch file to anywhere on your computer, such as usb key, desktop, downloads.

**Fill & Sign:** one of the main tools of Adobe Acrobat Reader. You can fill things such as forms and also use Acrobat Reader to put your signature in your file.

**Scan:** one of the main tools of Adobe Acrobat Reader. You can scan your files to see if everything is fine with your document.



# Notes:

Lined area for notes on the left page.



# Notes:

Lined area for notes on the right page.