

Acrobat Notes

Notes by Gavin Kirby

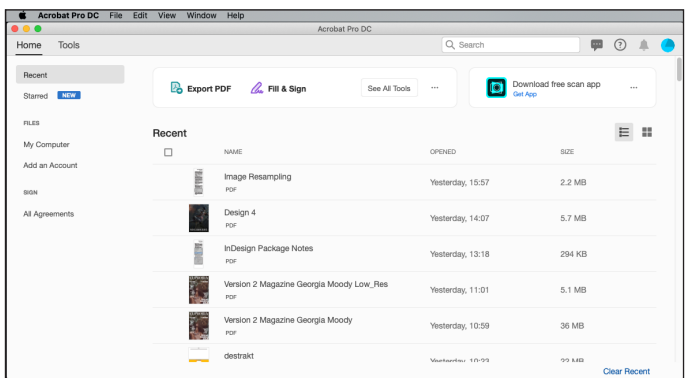
Adobe Acrobat.

Adobe Acrobat is more than just a PDF reader. There are some really handy tools with will help you to do the following:

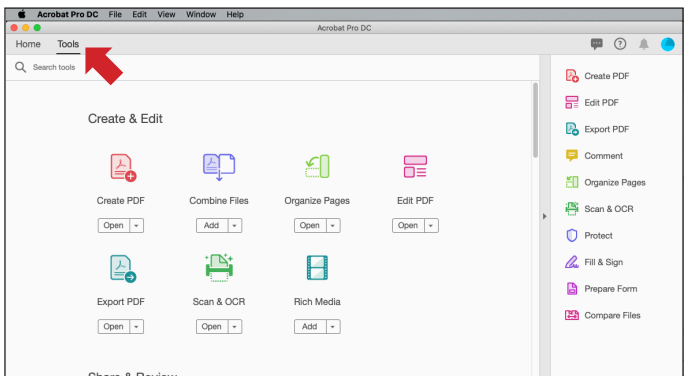
- Convert Most file types into a PDF.
- Combine several files into a single PDF.
- Combine multiple PDFs into a single PDF.
- Edit, delete, rearrange pages in a PDF.
- Create Reduced Size PDF files.

Getting Started.

When you open Adobe Acrobat you should be presented with a Home Screen which will most likely show you a list of your most recently opened PDFs.



To gain access to the Acrobat tools simply click on Tools up in the top left of the screen. If this is not visible you can also access the various different tool from the *View* menu (this method will take you straight to that particular tools page).

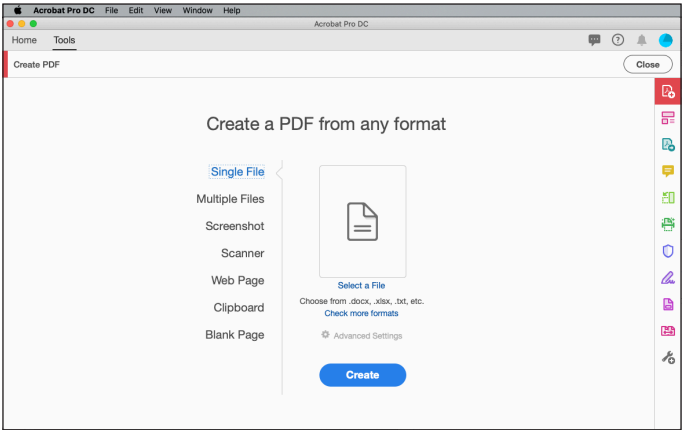


Creating a PDF.

This is where you will gain access to be able to make PDFs from a range of different file types. There are several options available to you but the most common ones that you are likely to need to use are Single File and Multiple Files.

Single File

With the Single File option selected click on the Create button. This will open a browser window so that you can navigate to a file that you want to convert into a PDF. There are several file types that you can convert into a PDF. These include Word .docx files, Power Point .ppt files, JPGs, PNGs, and others. Note that you can only select a single file from this option.



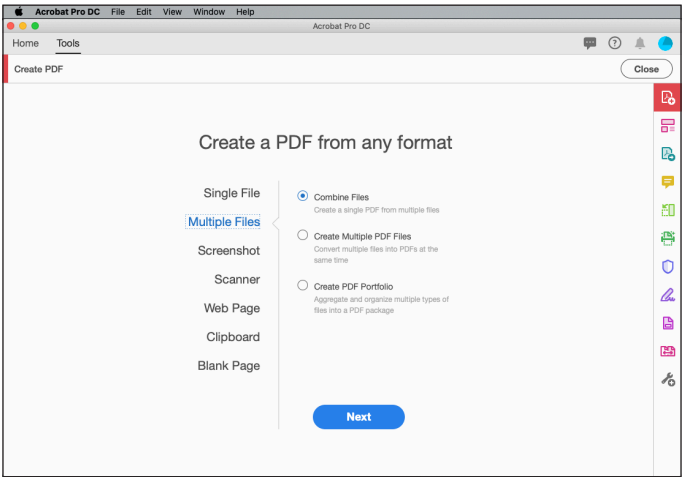
Multiple Files

With the Multiple Files option selected you have access to some other options.

Combine Files: This option allows you to select multiple file types and will combine them into a single PDF.

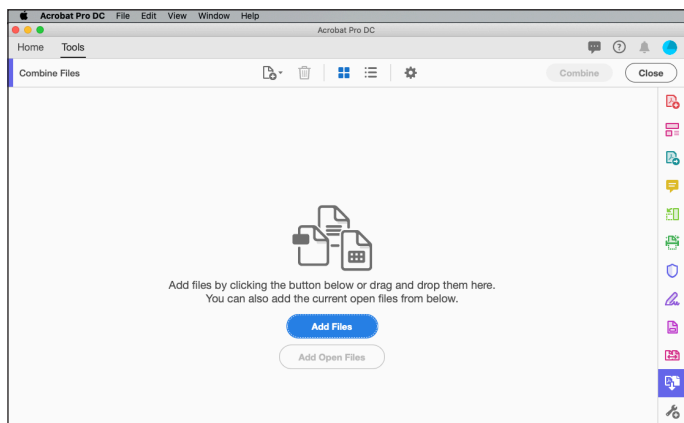
Create Multiple PDF Files: This option allows you to select multiple file types and will convert each file into its own PDF. Great for batch conversions.

Create PDF Portfolio: This option allows you to select multiple file types and will combine them into a single PDF Portfolio that preserves the original file format.

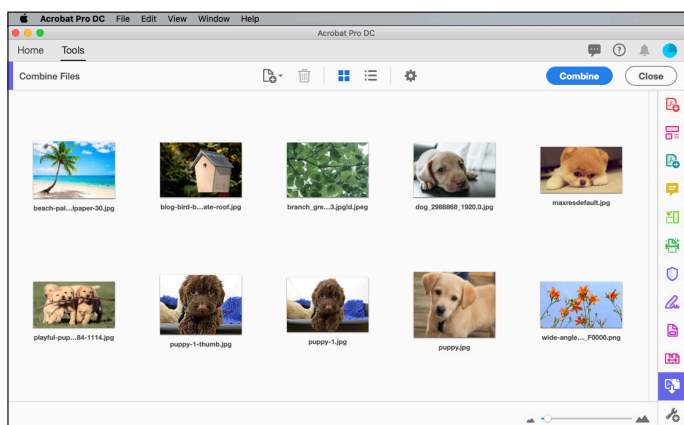


Combine Files

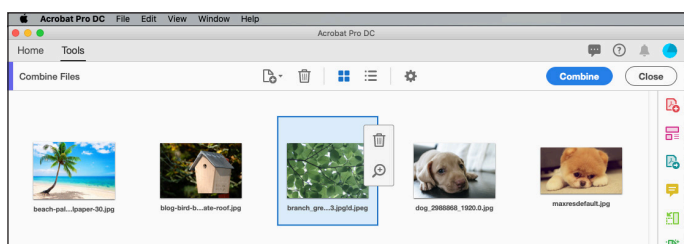
With this option selected click on the Next button. This will present you with a window where you can either browse for the files you want to add by clicking on the Add Files button, or you can simply drag and drop your files onto the window.



Once your files have been added you should see them all represented as thumbnail images.



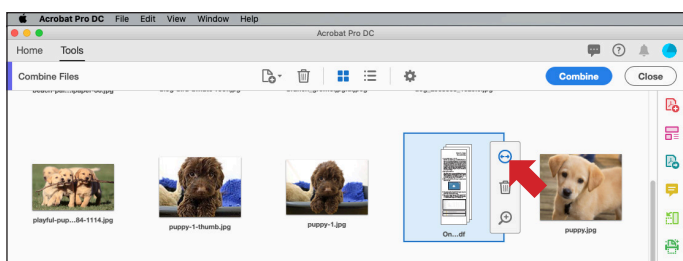
Incompatible files will be identified with a warning message and '!' symbol. These files will need to be deleted. This can be done by hovering on the image where a small pop up tool bar will appear.



You can also rearrange the files by dragging them and dropping them where you want them to be in the PDF.

You can combine multiple file types into a single PDF. In this example I have an assortment of JPG and PNG images as well as a couple of multi page PDF files.

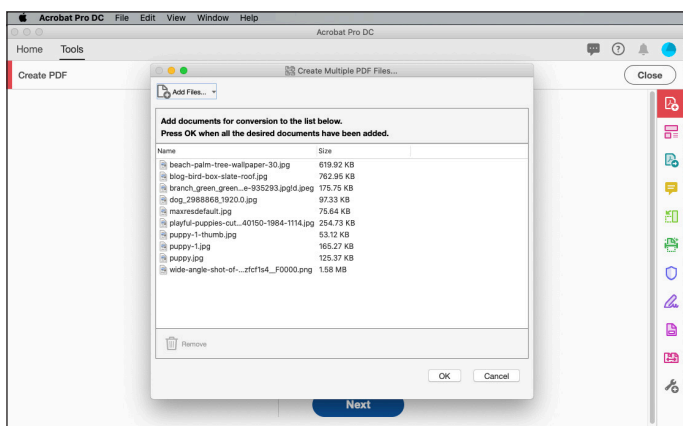
You can expand multi page PDF files by hovering on the PDF and clicking on the expand button. In the expanded view you can also rearrange the pages and delete pages.



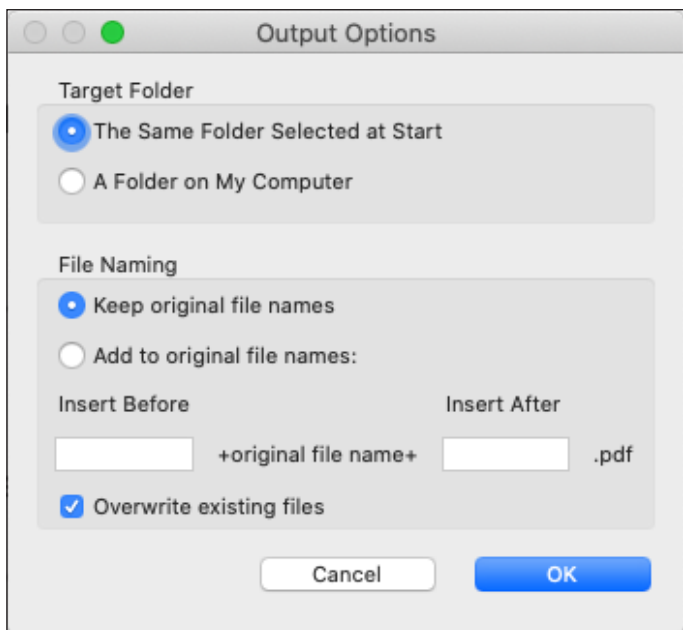
Once you have arranged your files click on the Combine button to create the single PDF file which you can then save and share.

Create Multiple PDF Files

This option follows a similar process as Combine Files. However, the interface is a bit different. You can still browse or Drag and Drop your chosen files into the window.



When you click OK you will be given some extra options to choose from. You can even add to the name of the files that will be created. When you click OK each file will be saved out as an individual PDF file.



Create PDF Portfolio

I have not had much experience with this option. However, what it appears to do is to create a PDF container for your files which are preserved in their original format.

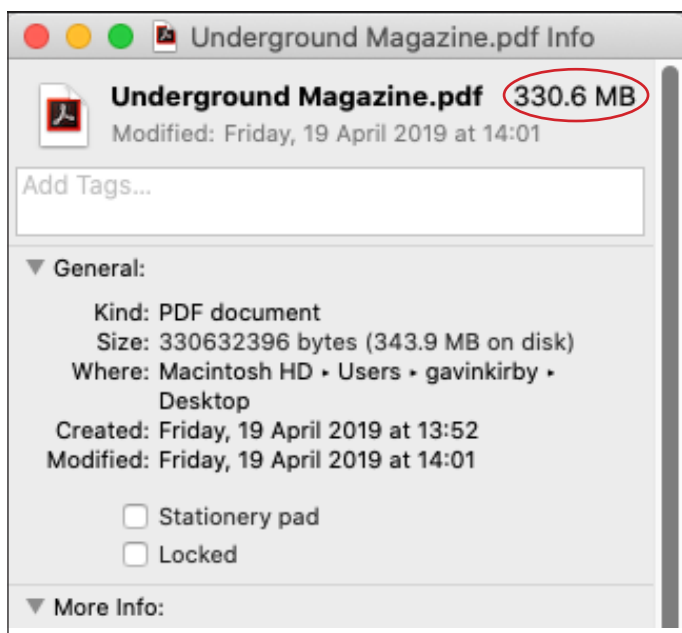
For example, this option will allow you to add files that the other options will not. I tested with Photoshop .psd files, Illustrator .ai files, and Adobe XD .xd files. All were added to the PDF portfolio but to view the file correctly you would need to still view the file in its native application.

Reducing the Size of a PDF

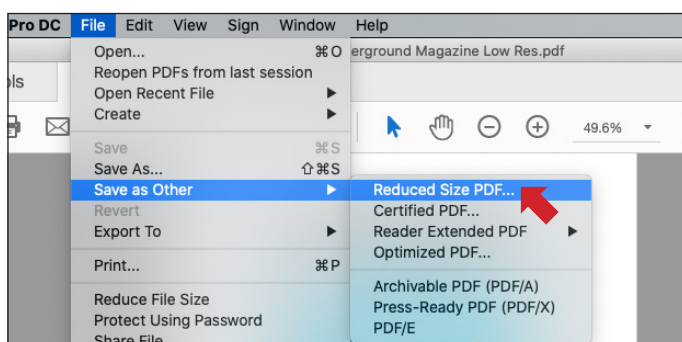
If you have created a multi page PDF the file size could get to become quite large. This can cause issues when trying to share your file through email or shared drives.

To reduce the size of a PDF (Down Sample) do the following:

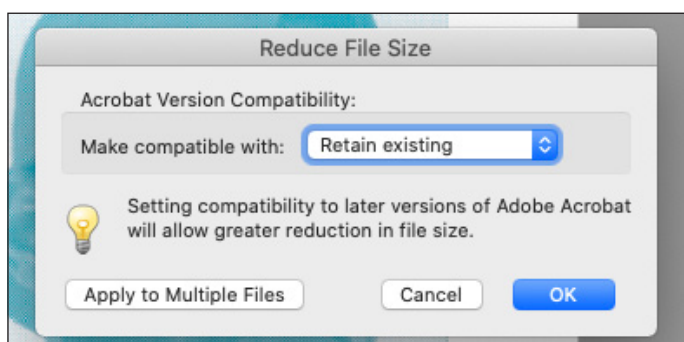
1. To find out the size of a PDF (or any file), select it and go to *File - Get Info*. This will show lots of information regarding your PDF file. In this example the file size is around 330MB in size.



2. Open the PDF you wish to reduce the size of into Adobe Acrobat.
3. Go to *File - Save as Other - Reduced Size PDF*.

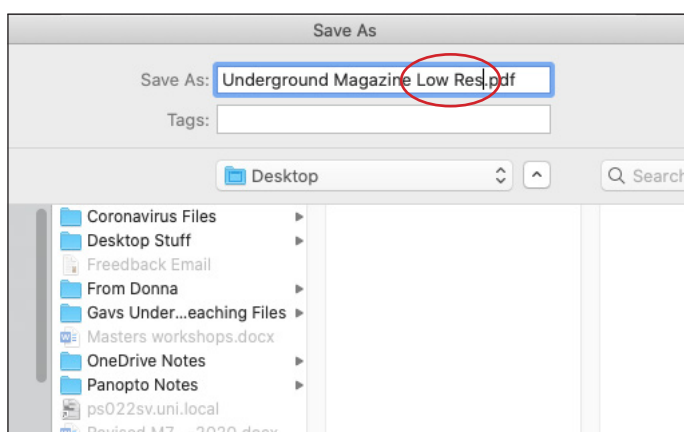


4. In the pop up window keep the setting to *Retain Existing* and then click *OK*.



5. Choose where you want to save the reduced size PDF and add the words *Low Res* to the name so that you do not save over the original file. Click *Save*.

The saving process may take a while depending on the size of the original file.



6. Once the reduced file has finished saving you can select the file and go to *File - Get Info* to see how much the file has been reduced by. In this example the file has been reduced down to 13.9MB.

