Acrobat Pro Overview

Acrobat Pro Tools

Tools Overview
Acrobat Pro offers several Tools that allow users to modify PDF documents. To access all the tools features, select the "Tools" tab in the upper menu bar. From here you can 'open' a specific tool or choose 'add' to add that tool to the sidebar on the right.

If you don't see a sidebar on the right, it is probably because it is collapsed. To expand the sidebar, click on the small arrow that is on the very far right side of the screen.

Below is an overview of the main tools we use in the office.

Organize Tool
This tool allows you to add, remove, rearrange, and extract pages.

Open a PDF and then select the Organize Tool. Your PDF will open with a thumbnail for each page. If you click on a page, you will be able to select the trashcan tool to put it in the trash or the rotate arrows to rotate it.

To add another PDF to this current PDF select the 'Insert' tab from the menu bar & then choose 'From File'. Select the PDF that you want to add. You will then be asked if you want to add the new PDF before or after the first or last page. Select OK.

To rearrange the pages, just click on a page, hold down the mouse button and drag to a new position.

To extract a portion of a PDF, select the pages that you want to extract (hold down ctrl to select multiple pages) then select the 'Extract' tab in the menu bar & then select the blue "Extract" button. The extracted pages will open in a new PDF, select 'Save As' to save the newly created PDF. The original file will remain open in the background.

Once you are finished using the Organize Tool, click on the 'X' in the menu bar to the far right.

Redact Tool
This tool allows you to block out sensitive information. It is useful when hiding account #'s from earnest money check or proof of funds documents.

Open a PDF and then select the Redact Tool. Click on 'Mark for Redaction' in the menu bar and select 'text and images'. Using the cursor select the text or draw around the items that you want to hide. Then select 'Apply' from the menu bar. It will ask you if you are sure you want to

continue, select Ok. If it asks you to remove hidden information select, No. Click on Save and it will require you to save as a new document which will have the word "redacted" at the end of it.

Once you are finished using the Redact Tool, click on the 'X' in the menu bar to the far right.

Comment Tool
This tool allows you to add a text box and highlight pre-written text.

Open a PDF and then select the Comment Tool. To create a text box, click on icon shaped like a box with a T. Then click anywhere on the PDF and while holding down the mouse button create the text box size of your choosing. You will then be able to add notes inside the text box. You can also move it to another location by selecting it and then drag and drop it.

To highlight pre-written text on a PDF, click on the highlighter icon. Then select the text you want to highlight. To change colors, select the paint bucket icon.

Once you are finished using the Comment Tool, click on the 'X' in the menu bar to the far right.

Edit Tool
This tool allows you to adjust pre-written text.

Open a PDF and then select the Edit Tool. All the text that can be edited on the PDF will show up in a light gray box. You can then click on any text and remove it, change it, or add to it.

Once you are finished using the Edit Tool, click on the 'X' in the menu bar to the far right.