1.1 Introduction to Adobe Acrobat Pro

Contents

Using the Correct Version of Adobe Acrobat

Throughout this accessibility guide, creating and editing an accessible PDF document will require specific versions of Adobe Acrobat. It is important to understand the capabilities of each version of the software.

Adobe Reader and Acrobat

- **Adobe Reader** (or **Adobe Acrobat Reader)** is a basic PDF reader designed to reliably view, print and comment on PDF documents.

- **Adobe Acrobat** gives a user the ability to additionally create, edit and export PDF files to alternative file types.

Ensure that you are using **Adobe Acrobat** as it is required to create and edit accessible PDFs.

Acrobat Standard and Pro

- **Acrobat Standard** has basic PDF editing functionality. The standard version of Adobe Acrobat allows the user to edit images and text as well as create and sign forms.

- **Acrobat Pro** includes the capabilities of **Acrobat Standard** but can additionally convert scanned documents into PDFs and check PDF documents for accessibility.

The **Adobe Acrobat Pro** version will be necessary to create readable scanned documents and validate PDF accessibility.

Adobe Document Cloud and Creative Cloud

- **Adobe DC**, short for **Document Cloud**, is a cloud service where PDFs and other file types can be stored and sent to other users.

- **Adobe CC,** short for **Creative Cloud**, is a subscription-based suite of Adobe software and services designed to be usable on both desktop and mobile devices.

Document Cloud and **Creative Cloud** are often used in conjunction with one another. They are both useful but unrelated services when editing documents with Adobe software.

Differing Program Names

Adobe Acrobat Pro will have different names depending on the software version and operating system that the program was installed on. The program will usually appear as "Adobe Acrobat" followed sometimes with "Pro" and/or "DC". Once Acrobat is open, you can check that you are running the correct software version by verifying "Acrobat Pro" is listed at the top of the application window.

Navigating the Acrobat Interface

If Adobe Acrobat is run without selecting a file, the application will open to the **Home** page. Here, you can select a recently opened file or navigate to **My Computer** and select "Browse" to open a file from your computer.

Document Page

Once a file has been opened in Acrobat, the **Document** page will automatically display the PDF with a **Page Controls** menu (which is usually visible when moving the mouse to the bottom of the window). This on-screen menu offers a toggle between **Cursor** or **Grab** selection tools for selecting text and images or grabbing the page for navigation. The user can also use **Zoom In**, **Zoom Out** or a custom magnification setting from this menu. **Page Controls** additionally allows a page view to be fit to the page width, the page length or **Read Mode**, which hides all other menus. Finally, the "move-to-toolbar" button of **Page Controls** will move these items to the main toolbar.

Toolbar Items

The Acrobat **Toolbar**, found above the document viewing space, has quick access functions to **Save** and **Print** the document, send the PDF as an email attachment and **Find Text** within the document. Navigation options like **Show Previous Page**, **Show Next Page** and the "go-to-page" function are also found here. The **Sticky Note** and **Highlight Text** options allow commentary on the current PDF.

Navigation Pane

The Acrobat **Navigation Pane** is located along the left edge of the application window. It has several default options and can be opened by expanding the carrot, ">", symbol on the left edge of the document viewing window.

- **Page Thumbnails** allows you to view and select pages in thumbnail form.
- **Bookmarks** provides a way of creating and managing shortcuts to points of interest within the document.
- And **Attachments** can be used to attach new documents to the existing PDF document.

Tools Page

The **Tools** page is a one-stop library for all of the main tools available within Adobe Acrobat. Several items that will later be used in this accessibility guide, such as the **Edit PDF** and **Accessibility** tools, can be found and opened here.

Quick Access Toolbar

Each tool in the **Tools** page can be added to a **Quick Access Toolbar**, found along the right edge of the application window. Many tools are available here by default. To add a new tool, open the dropdown menu below the tool name and select "Add Shortcut". The new tool will appear at the bottom of the **Quick Access Toolbar** list.

Add the Following Recommended Tools for Quick Access:

- **Combine Files**.
- **Edit PDF**.
- **Enhance Scans**.
- **Prepare Form**.
- And **Accessibility**.

Conclusion

In this module, we have learned about the different versions of Adobe Acrobat and how to manage PDF files within the Home page. We've also explored the basic features of the Adobe Acrobat interface, which will later be presented in more in-depth modules of this guide.