Adobe Acrobat
FOR CONTENT CREATORS

HOT TIP: Use @mention in your personal commenting notes to start a review.

The @mention includes your organizational contacts and your synced personal contacts list. The moment you use @mention in a PDF file, the review mode gets enabled for you. The reviewers get an invitation email with a link to the Document Cloud shared review file.

As a content creator, you probably generate PDFs and then routinely view those PDF files in Adobe Acrobat. But, Adobe Acrobat also includes many tools that help streamline typical creative workflows. This tutorial focuses on two specific tools: Sharing with Others and Protection.

Getting started

Most creative workflows require one or more cycles of review which may include comments and edits by a variety of stakeholders. These stakeholders may be internal or external to your company.

Acrobat has several tools designed to help with this process. The commenting and review tools are very flexible, allowing them to adapt to diverse work processes.

The Protect tool helps secure PDF content from unauthorized changes.

Sharing with Others

Shared reviews greatly simplify working with PDFs and are recommended if you have online access:

1. Open the PDF in Adobe Acrobat.

2. Select **Share this file with others** (⊕).

3. Enter the email addresses of the recipients or choose from the Address Book. The **Allow Comments** switch is turned on by default.

4. (*Optional*) Enter a message to the recipients.

5. (*Optional*) Add **Deadline** and **Reminder** for your recipients if required. Choose the date and time and select **Send**.
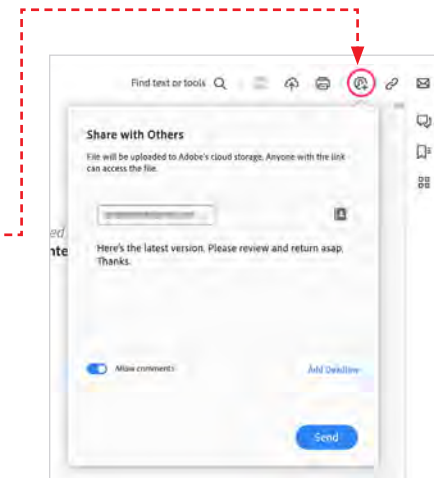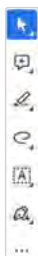
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HOT TIP: To comment on a non-text element, double-click first to select it like the large photo on the page to the right. A commenting toolbar will appear next to the item.

Desktop only: Other tools can also be accessed by selecting from the Quick Action toolbar (vertical panel) in the upper left corner of the document.

Review a PDF hosted in Adobe Document Cloud

If you shared the PDF using the Adobe Document Cloud review service, the email invitation includes a link to the review PDF. When you click the blue **Open** button, the PDF opens in a web browser. You can add comments in the PDF using the commenting tools available in the browser window. No sign-in required. From the web, you can also launch Adobe Acrobat Reader (free) or Adobe Acrobat desktop application to add comments.

Comments in a PDF

While reviewing, you can also do the following:

1. Use the **@mention** to get the reviewer's attention. Use of the @mention sends a notification to the named reviewer.

2. Filter Comments based on comment status like **Unread**, **Resolved**, **@mentions**, or comment by a reviewer.

3. Use the Options Menu (···) to view all reviewers, copy shared link, remove yourself as a review participant, or report abuse.

4. When you have finished your review, select **Done**. A notification is shown in Adobe Acrobat and an email is sent to the initiator.
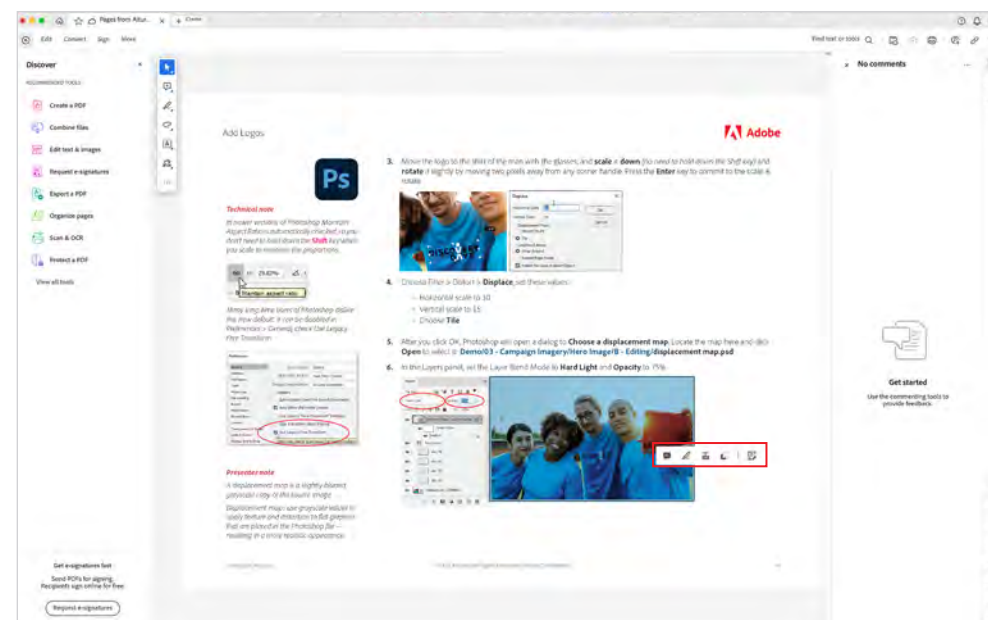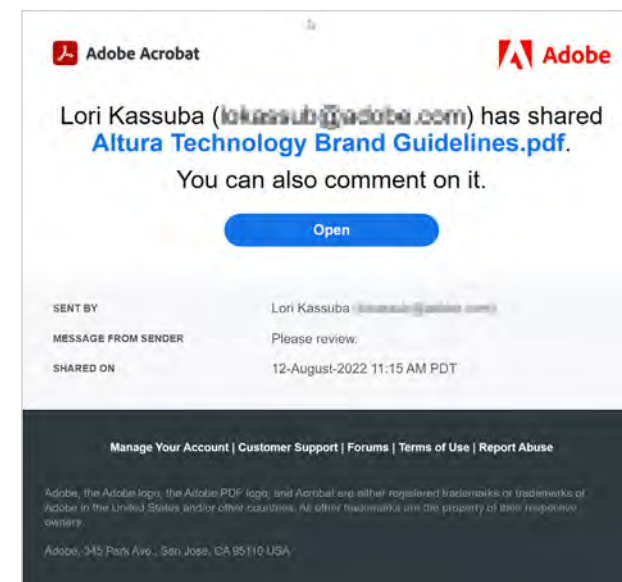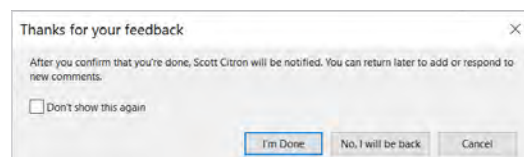
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HOT TIP: You cannot add passwords to a signed or certified document.

Securing PDFs with Passwords

You can limit access to a PDF by setting passwords and by restricting certain features, such as printing and editing. However, you cannot prevent saving copies of a PDF. The copies have the same restrictions as the original PDF. Two types of passwords are available:

1. **Document open password**: A **Document Open** password (also known as a user password) requires a user to type a password to open the PDF.

2. **Permissions password:** A permissions password (also known as a master password) requires a password to change permission settings. Using a permissions password, you can restrict printing, editing, and copying content in the PDF. Recipients don't need a password to open the document in Reader or Acrobat. They do need a password to change the restrictions you've set.

If the PDF is secured with both types of passwords, it can be opened with either password. However, only the permissions password allows the user to change the restricted features. Because of the added security, setting both types of passwords is often beneficial.

Add a password to a PDF

Adobe Acrobat makes it easy to add a password to a PDF.

1. Select the **All Tools** tab and select **Protect a PDF**.
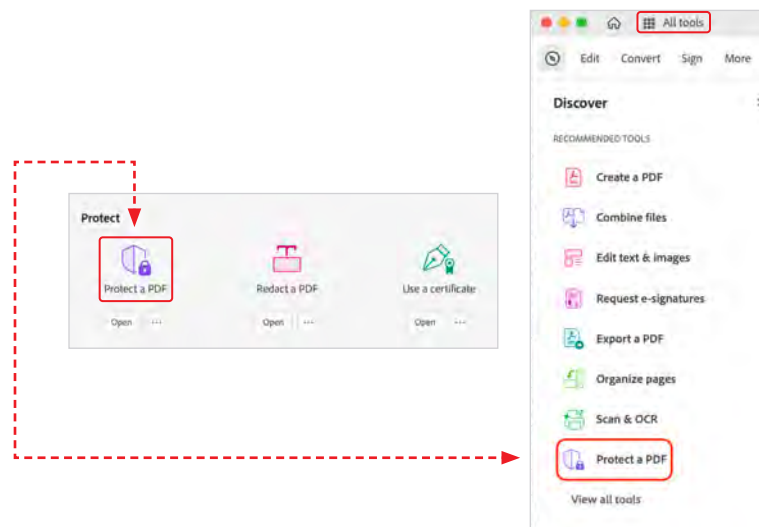
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HOT TIP: Acrobat *does not* store document passwords. Keep yours in a secure and reliable place (like a password manager) that's easy to find when needed.

2. From the **Protect Using Password** dialog you can choose to protect your document for **Viewing** or **Editing**. Type and retype your password. Your password must be at least six characters long. The password strength is displayed next to your password to indicate whether the chosen password is weak, medium, strong, or best. Selecting the Advanced Options menu allows you to **Encrypt with Password** or **Encrypt with Certificate**.

3. Click **Apply**. Acrobat displays a confirmation message that the file was successfully protected using a password.

Protect Using Password

Requires user to enter a password for:

- Viewing
- Editing

Type Password

Re-type Password

Advanced Options
Encrypt with Password
Encrypt with Certificate

Cancel   Apply