



Unleash Digital Experiences with Adobe Document Cloud



Adobe Document Cloud

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Go Digital with Adobe Scan

De-clutter, organize, or share! There's no need to keep piles of paper on your desk or stuff receipts in your wallet. The Adobe Scan mobile app scans paper documents directly into PDFs, and automatically recognizes text.

Open the Adobe Scan and position the app over the document.

Auto-capture: Note that four dots appear over the corners of the page.

In the menu bar, you'll see different kinds of paper that the app can scan.

Save your PDF.

OPEN IN ACROBAT

After saving as a PDF, open the document in Acrobat and use the commenting tools to review before sharing the PDF.

You can turn Auto-capture off and adjust the borders.

Share PDF files and Collect Feedback

Whether you're working on a desktop, in a browser, or on your mobile device, it's easier than ever to share PDF files. Recipients will receive a link, via email, to view or comment on your documents using any web browser. There's no sign-in required or software to install. Capture all their feedback in a single document that you can view from anywhere!

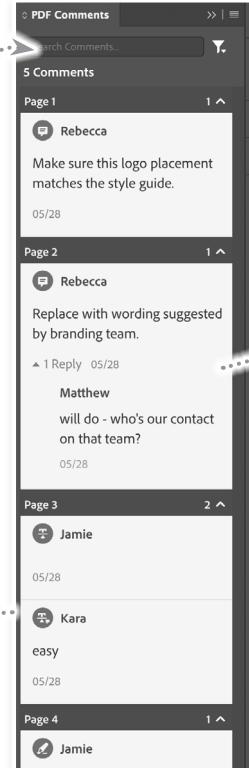
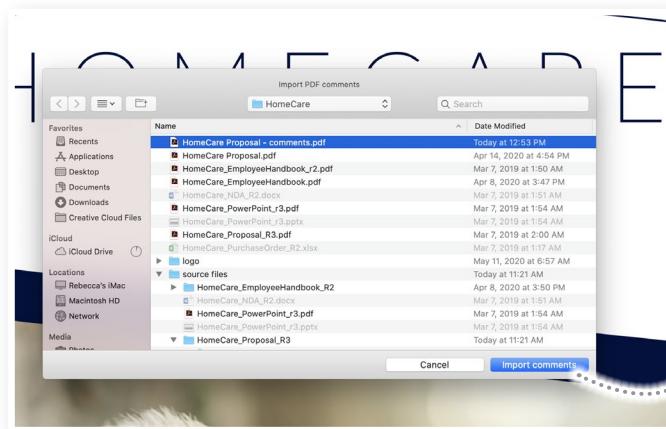
The collage consists of several screenshots from Adobe Acrobat DC, connected by dotted arrows:

- Top Left:** A screenshot of the Acrobat DC interface showing a 'HomeCare Proposal.pdf' document. A tooltip says: "Open a PDF file that you'd like to share."
- Top Center:** A summary bar with three icons: a cloud, an envelope, and a person. A tooltip says: "You can Share a Link, Send by Email or Share with Others."
- Top Right:** A 'Send by Email' dialog box. A tooltip says: "Send by Email".
- Middle Left:** A 'Share with Others' dialog box. A tooltip says: "Share with Others".
- Middle Right:** A screenshot of the Acrobat DC interface showing a document with several comments on the right side. A tooltip says: "Collect all comments in a single PDF document".
- Bottom Left:** A screenshot of the Acrobat DC interface showing a document with comments. A tooltip says: "View your team's feedback from anywhere — all you need is a web browser or Acrobat DC".
- Bottom Right:** A screenshot of the Acrobat DC interface showing a document with a calendar reminder. A tooltip says: "You can even add a reminder or deadline for review".
- Bottom Center:** A screenshot of the Acrobat DC interface showing a document with a blurred background. A tooltip says: "With HomeCare® you can rest easy knowing that your medical needs will be cared for, no matter the pre-existing conditions. With our extended network of caregivers and distribution networks we are able to deliver an unmatched level of care, wherever you are."

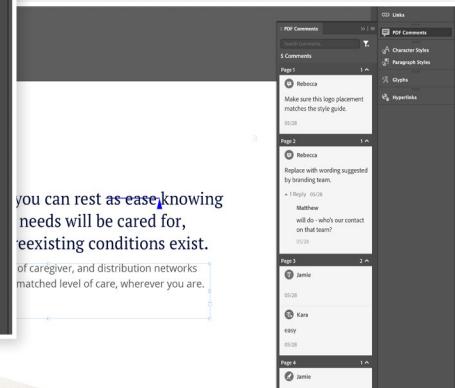
Import PDF Comments to InDesign

InDesign CC 2019 allows you to import comments directly from PDF files. You can import, accept, and apply the changes with just one click. Selecting a comment in the new PDF Comments panel will locate and highlight the comment in your InDesign file.

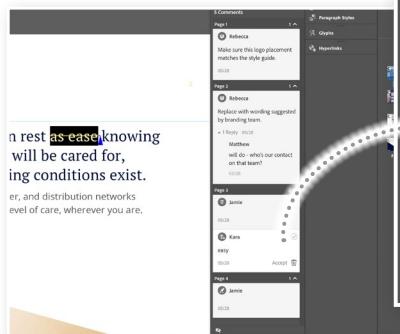
Import comments from the reviewed PDF into your InDesign document.



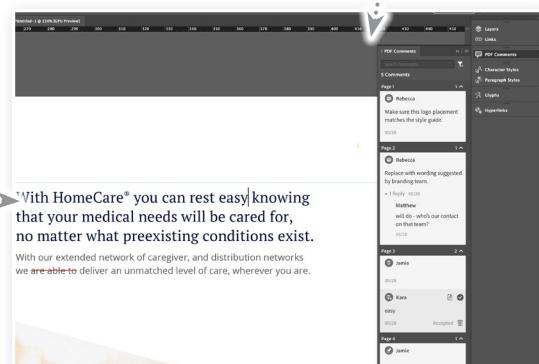
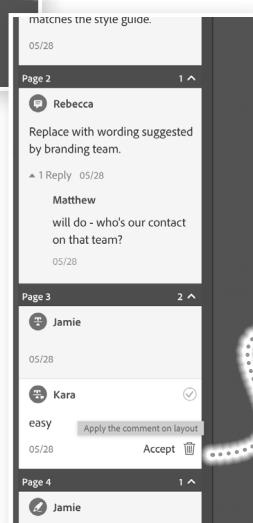
Imported comments display in the PDF Comments panel. You can quickly evaluate all of the feedback.



Selecting a comment locates the source within the InDesign document, and provides you with the option to Accept or Delete the change.



To accept a change, simply click Accept. The change will be applied instantly to your document. One click and it's done!



Ditch the paper with Fill and Sign

Fill, sign, and send forms fast from your desktop, browser, or mobile app. Adobe Sensei recognizes and saves commonly used data for use in a PDF form. Create a signature by drawing, importing a scan, or typing your name — then securely apply it to a document.



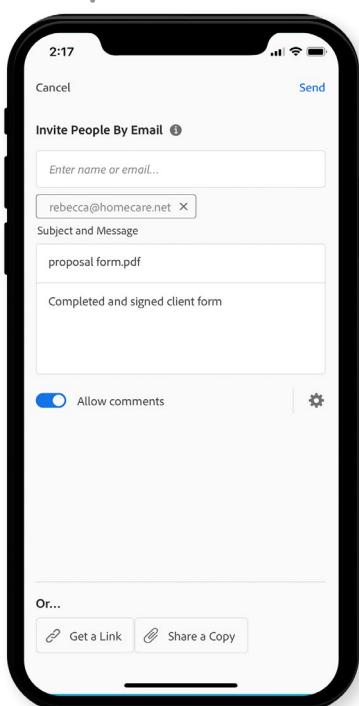
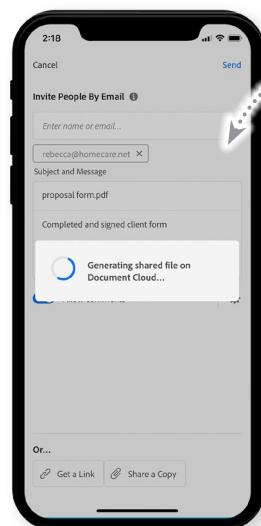
(continued next page)

Ditch the paper with Fill and Sign (continued)

Sign with your
signature or initials.



Finish the form by signing it your way—draw or type your signature. Place it anywhere in the document.



To send your signed form to someone, click the share icon and enter their email address.

Leverage the power of Acrobat DC and Office 365

If your IT team has implemented the [Adobe Document Cloud add-in for Office 365](#) you can use time-saving PDF features right inside Word, Excel, SharePoint or OneDrive. Scan the QR Code to learn more about the add-in.



Create PDF from Office 365

Click the **Adobe Document Cloud** menu and select **Create PDF by Adobe**.

Hover over a Word, Excel or PowerPoint file and select it by clicking the small circle to the left of the file name.

Name	Modified	Modified By	File Size	Sharing
Combine	April 18	Taylor Kobey	7 items	Private
Sustainability Plan.pdf	August 1	Taylor Kobey	202 KB	Private
<input checked="" type="checkbox"/> Sustainability Plan.docx	September 9	Taylor Kobey	33.0 KB	Private
Employee Agreement Scan.pdf	April 18	Taylor Kobey	31.2 KB	Private
Employee Agreement Scan.docx	August 1	Taylor Kobey	25.2 KB	Private

A full PDF view experience is available in the browser. If you started the conversion from SharePoint or OneDrive, it will auto-save to that location. You can also download directly to your desktop.

Contents

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The Commitment...	1
Summary ...	2
Sustainability Goals and Strategies...	4
Cost Minimization and Value Maximization...	4
Resource Conservation...	
Waste Minimization...	
Emission Reduction ...	
Research for Renewable and Cleaner Energy Sources ...	
Community Awareness...	
Conclusions ...	7

A new document with your changes is saved in your OneDrive account in the _demo folder.

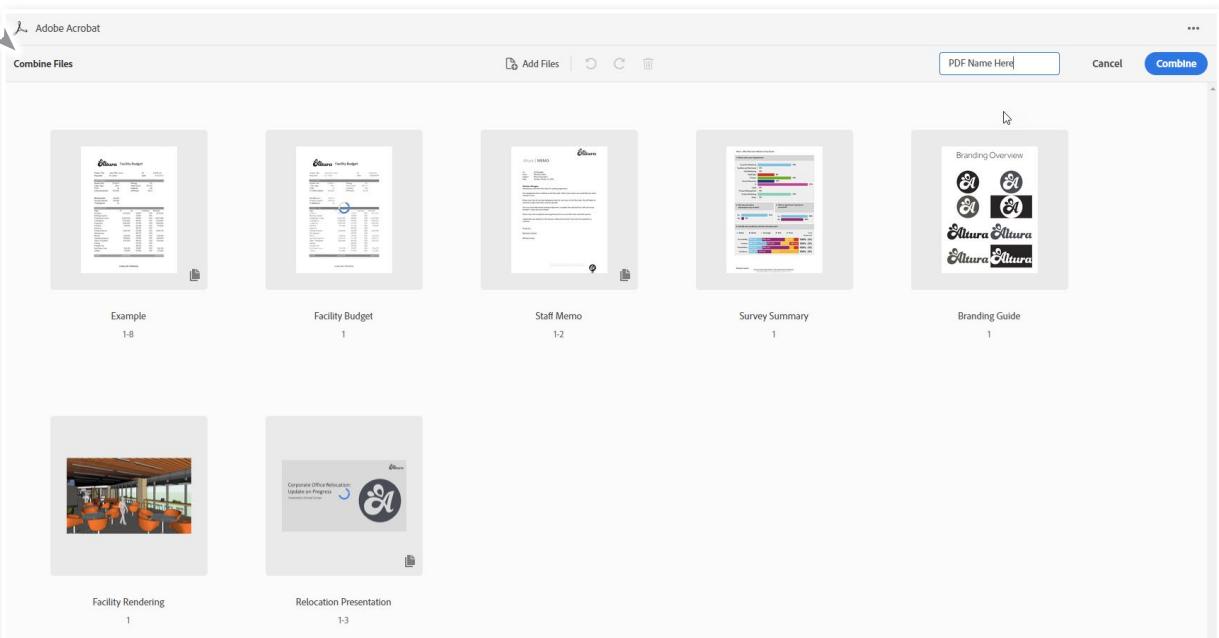
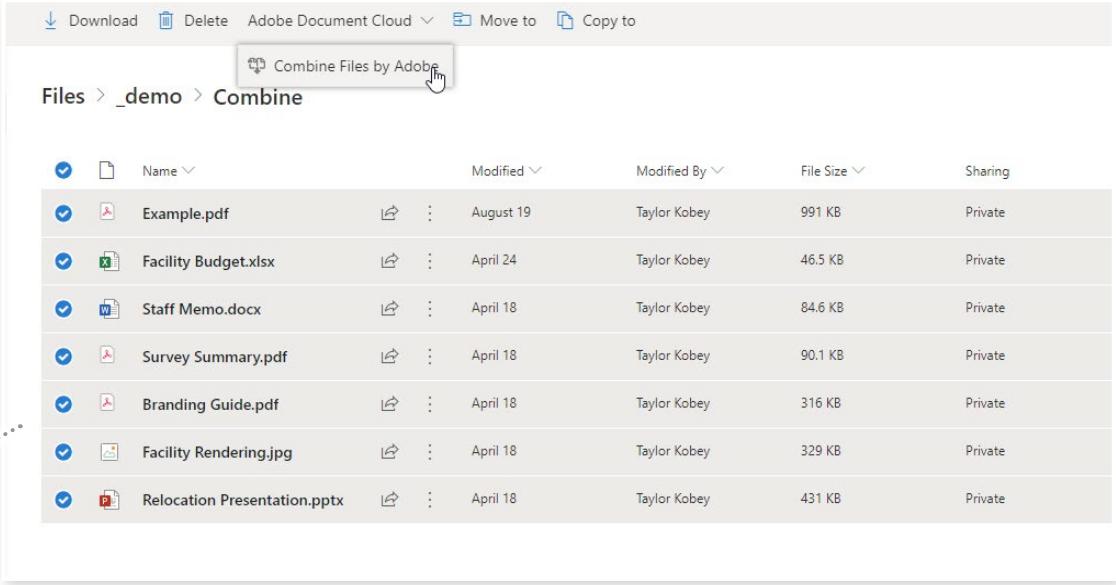
Combine Files to PDF in Office 365

1 Select multiple files by clicking the small circle to the left of the file name.

2 With the files selected, choose **Combine Files by Adobe**.

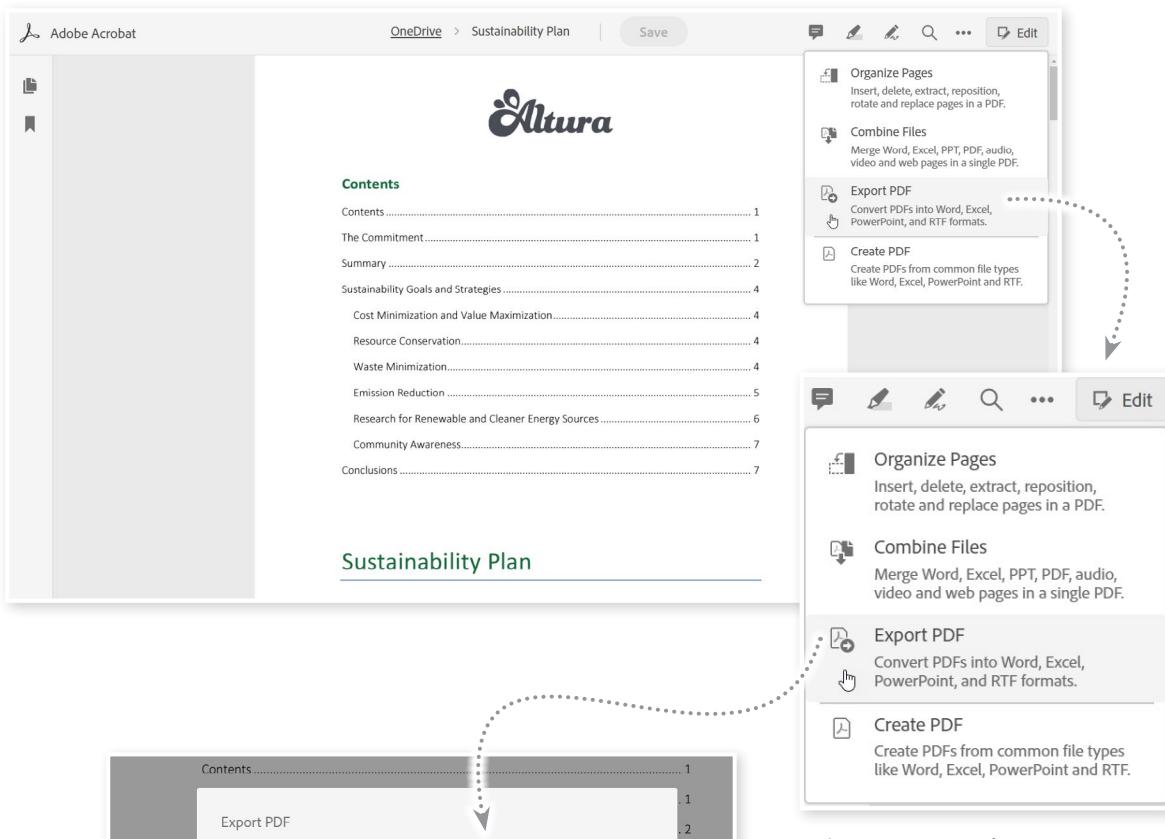
3 Combine Files will open in a new window.

Reorder the files by dragging and dropping. Then, name your combined PDF.



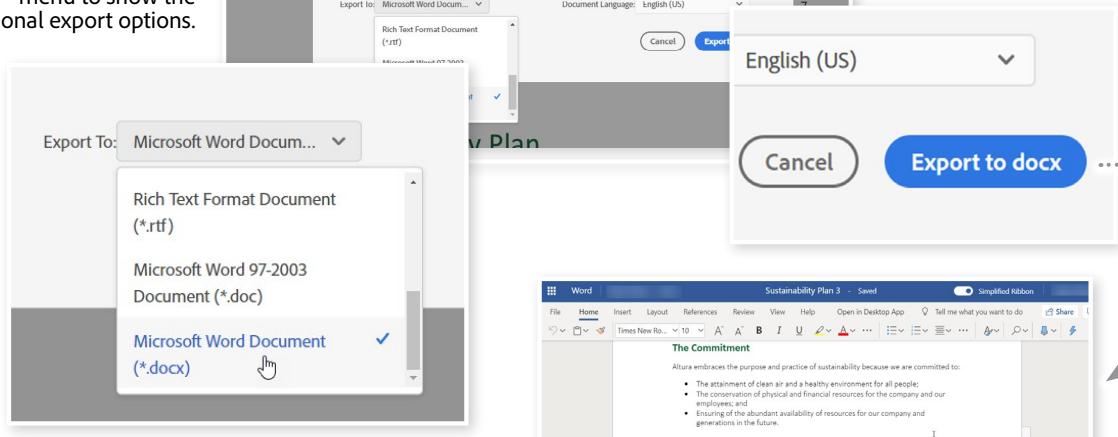
Reuse any PDF from within Office 365

Hover over a PDF file and click the document link to open the file in Document Cloud.



Select **Export PDF** from the Edit menu.

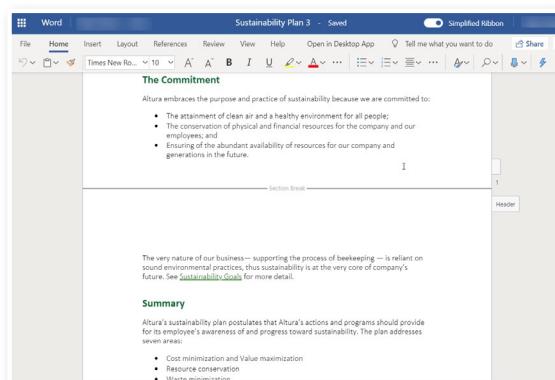
Pop up the **Export To** menu to show the additional export options.



Click the blue, **Export To**, button.

Your document will open in Microsoft Office 365, where you now can edit the Word Document created from the PDF.

The text is now fully editable and the numbering styles are retained.



Appendix



JUST A COUPLE BITES

BUFFALO STYLE CHICKEN EGG ROLLS

STUFFED WITH CHICKEN, PEPPERONI, BLACK BEANS, AND SMOKED GOUDA SERVED WITH BLEU CHEESE CRUMBLES AND CELERY STICKS

\$8

GRILLED SHRIMP

SIX SHRIMP IN A CHIPOTLE MARINADE SERVED WITH CHIPOTLE AIOLI

\$8

WORKS NACHOS

TORTILLA CHIPS PILED HIGH WITH SHREDDED COLBY JACK, QUESO, CHEDDAR CHEESE BLEND, SERVED WITH FRESH TOMATOES, BLACK OLIVES, JALAPENOS, PICO DE GALLO AND YOUR CHOICE OF SHREDDED CHICKEN OR BEEF

\$11

CHICKEN WINGS

CHOICE OF HOT, MILD, BBQ, OR HONEY CHIPOTLE SAUCE SERVED WITH CELERY STICKS AND YOUR CHOICE OF BLEU CHEESE OR RANCH DRESSING

\$8

MOZZARELLA CHEESE BITES

LIGHTLY BREADED MOZZARELLA CHEESE SERVED WITH MARINARA SAUCE

\$6

HUMMUS VEGGIES

HOMEMADE HUMMUS, SERVED WITH CARROT CHIPS, RADISH CHIPS, CELERY, AND PITA WEDGES

\$6

CRABBY FRIES

OLD BAY SEASONED THICK FRIES TOPPED WITH MONTEREY JACK CHEESE AND LUMP CRAB MEAT

\$8

Adobe Acrobat Desktop Keyboard Shortcuts

These shortcuts are valid for Acrobat 9, Acrobat X, Acrobat XI, and Acrobat DC. For more tips, techniques, tutorials, videos, and forums about using Acrobat, visit learn.adobe.com.

	Windows	Macintosh
Give your PDF more space		
Navigation Pane, hide/show	F4	F4
Toolbars, hide/show	F8	F8
Menu Bar, hide/show	F9	Command + Shift + M
Reading Mode	Ctrl + H	Ctrl + Shift + H
Full Screen, open/close	Ctrl + L	Command + L
See more of your PDF		
Fit Page	Ctrl + 0	Command + 0
Actual Size	Ctrl + 1	Command + 1
Fit Width	Ctrl + 2	Command + 2
Fit Visible	Ctrl + 3	Command + 3
Zoom In/Out	Ctrl + +/-	Command + +/-
Navigating your PDF		
Open a file	Ctrl + O	Command + O
Forward One Page	Right Arrow	Right Arrow
Back One Page	Left Arrow	Left Arrow
First Page	Home	Home
Last page	End	End
Go to page...	Ctrl + Shift + N	Command + Shift + N
Searching your PDF and contents		
Find in document	Ctrl + F	Command + F
Search pane	Ctrl + Shift + F	Command + Shift + F
Next Result	Ctrl + G	Command + G
Previous Result	Ctrl + Shift + G	Command + Shift + G
And finally...		
PDF Properties	Ctrl + D	Command + D
Tile multiple documents vertically	Ctrl + Shift + L	Command + Shift + L
Toggle Reflow (where available)	Ctrl + 4	Command + 4
Print	Ctrl + P	Command + P
Add Bookmark	Ctrl + B	Command + B
Create PDF from Web Page	Ctrl + Shift + O	Command + Shift + O
Preferences	Ctrl + K	Command + K
Close current document	Ctrl + W	Command + W
Quit Acrobat	Ctrl + Q	Command + Q