

Unleash Digital Experiences with Adobe Document Cloud



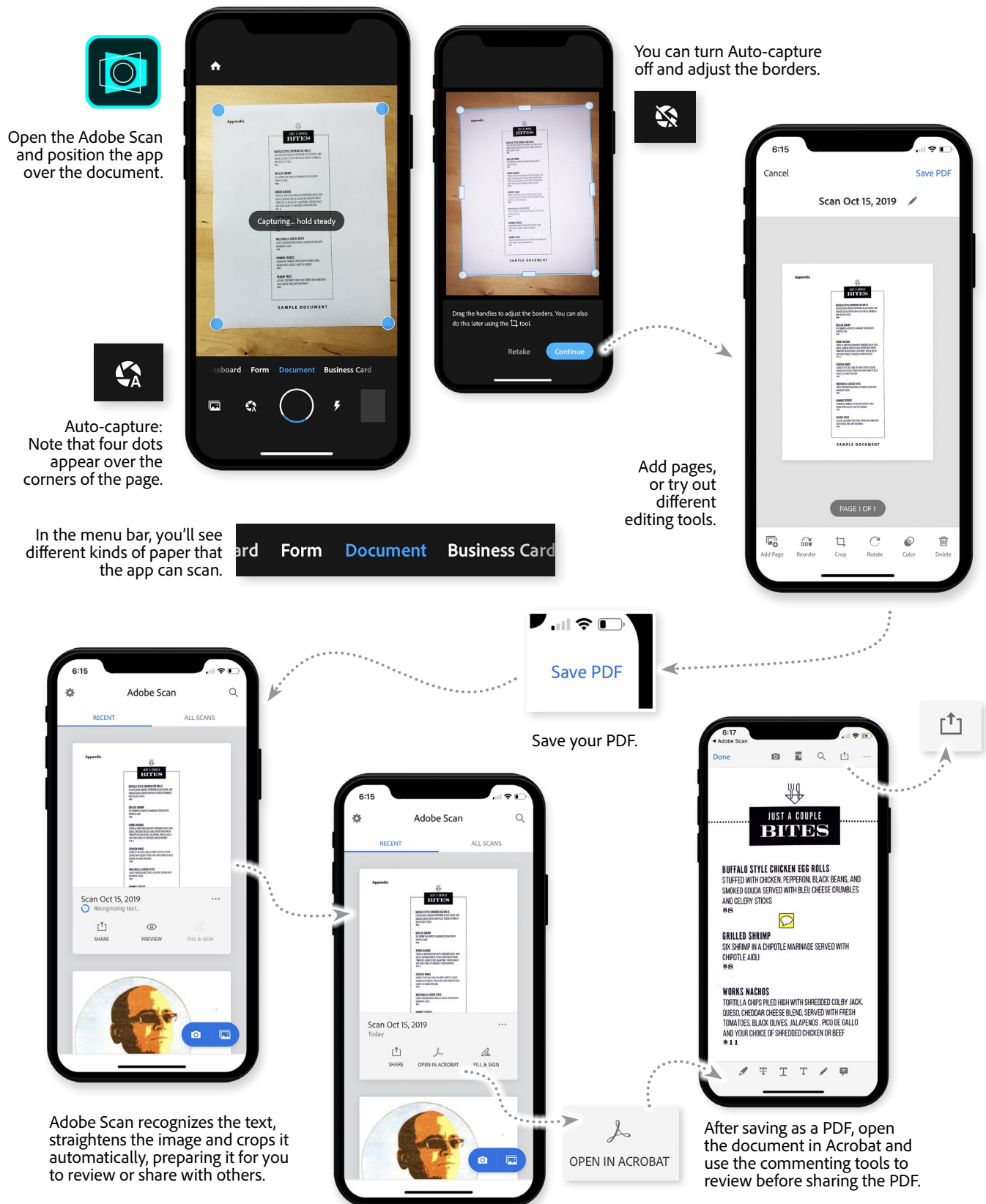
Unleash Digital Experiences with Adobe Document Cloud

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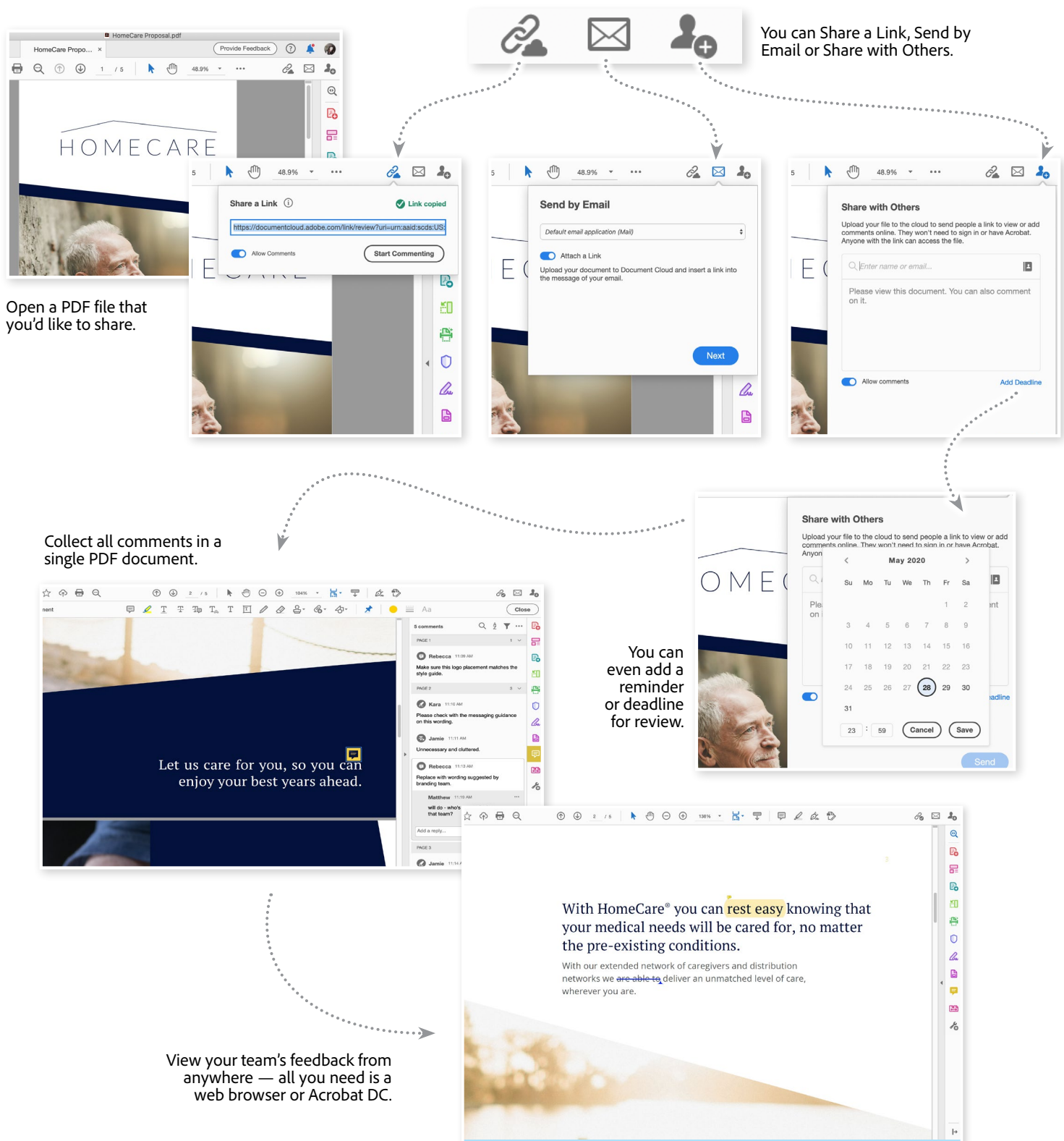
Go Digital with Adobe Scan

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.



Share PDF files and Collect Feedback

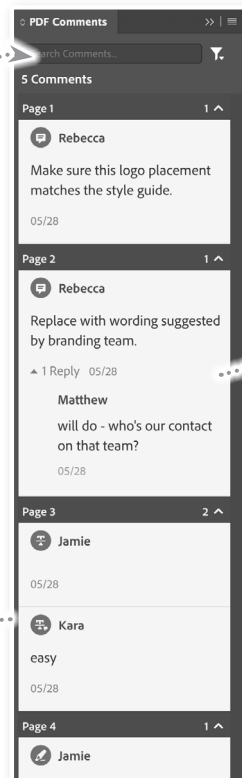
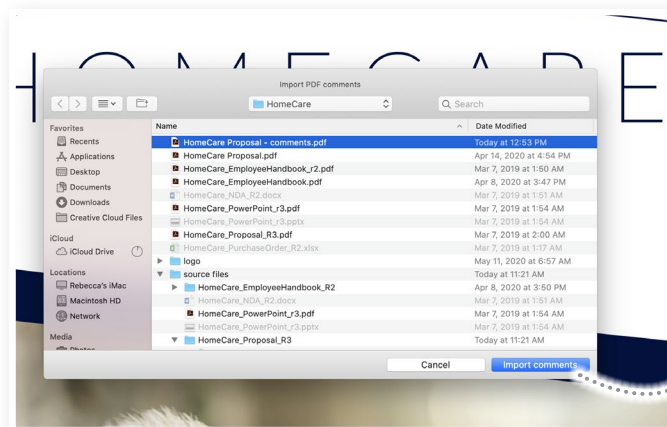
Whether you're working on a desktop, in a browser, or on your mobile device, it's easier than ever to share PDF files. Recipients will receive a link, via email, to view or comment on your documents using any web browser. There's no sign-in required or software to install. Capture all their feedback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



Import PDF Comments to InDesign

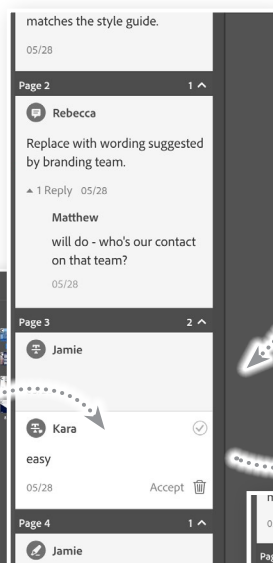
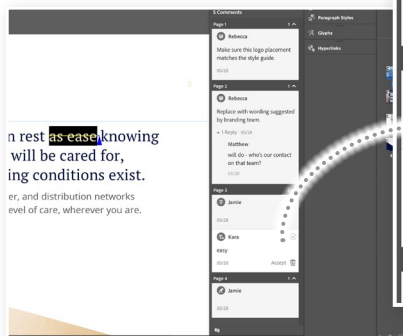
InDesign CC 2019 allows you to import comments directly from PDF files. You can import, accept, and apply the changes with just one click. Selecting a comment in the new PDF Comments panel will locate and highlight the comment in your InDesign file.

Import comments from the reviewed PDF into your InDesign document.



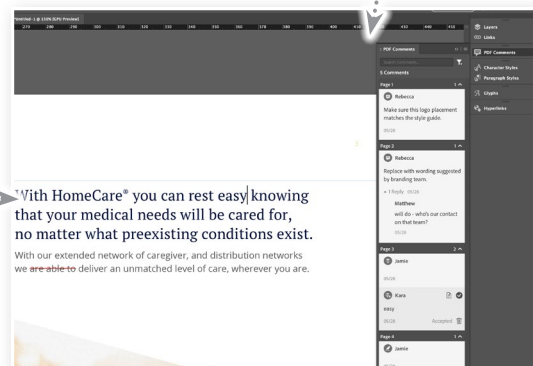
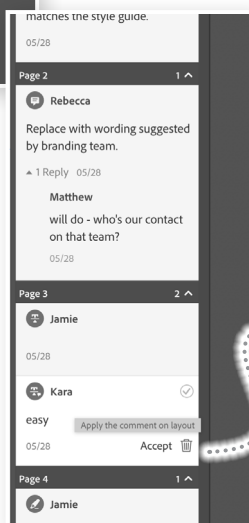
Imported comments display in the PDF Comments panel. You can quickly evaluate all of the feedback.

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



you can rest as ease knowing needs will be cared for, reexisting conditions exist.

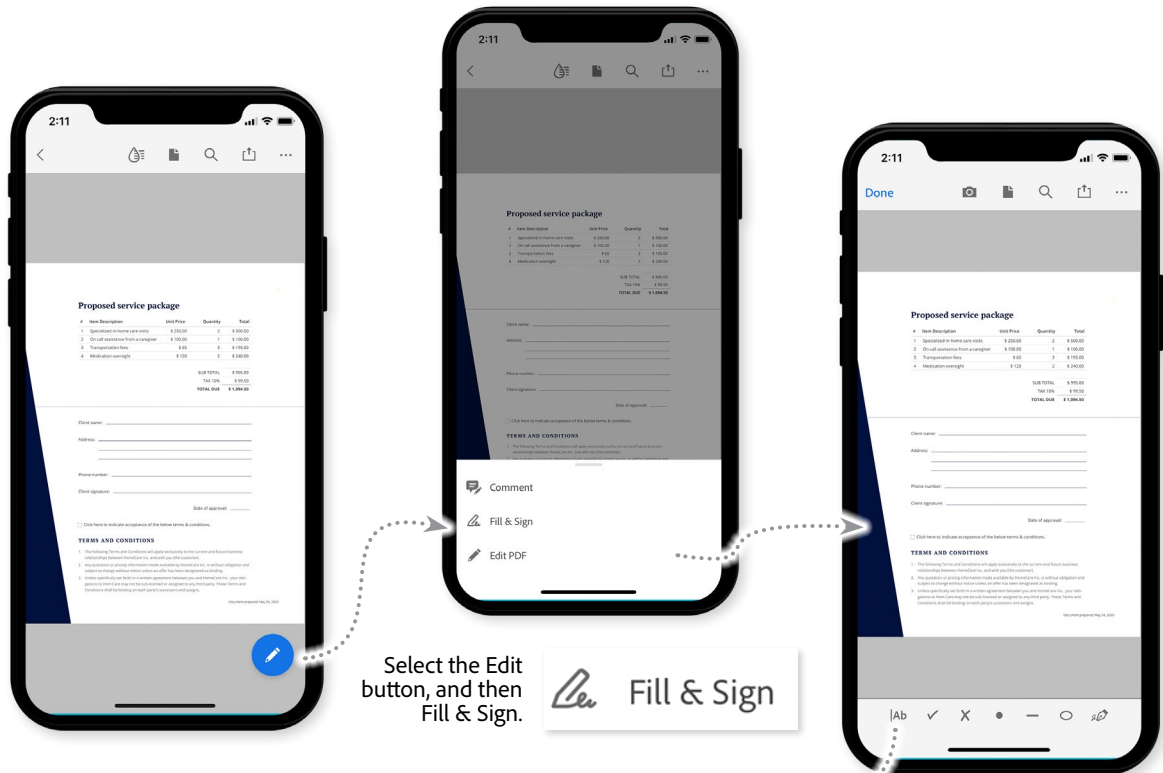
To accept a change, simply click Accept. The change will be applied instantly to your document. One click and it's done!



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.

Open a PDF or link in your mobile apps.



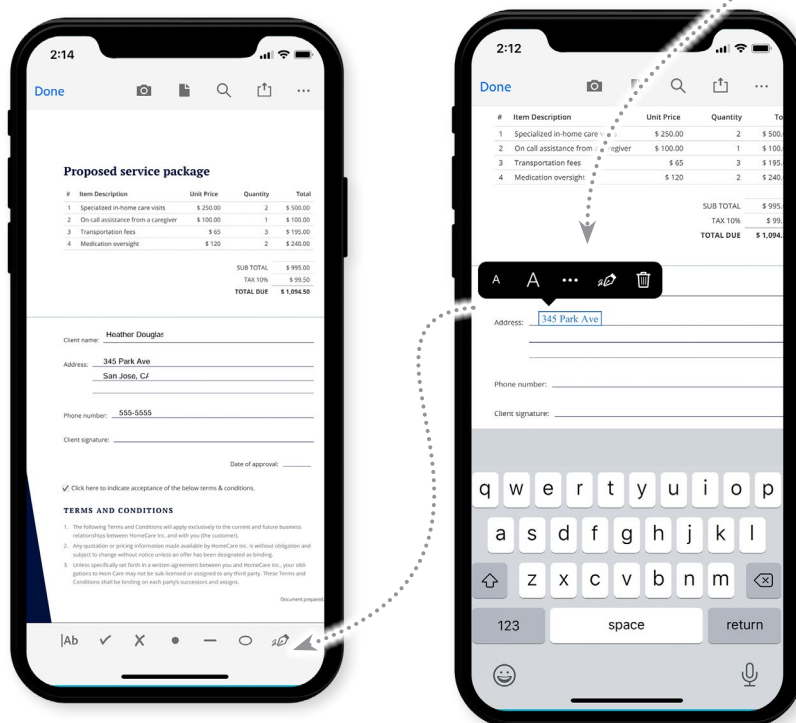
Select the Edit button, and then Fill & Sign.

Fill & Sign

Once you have your information filled in, you can add your signature.



(continued next page)



Add text to fill in your information.

Ditch the paper with Fill and Sign (continued)

Sign with your signature or initials.



2:14

Done

Proposed service package

#	Item Description	Unit Price	Quantity	Total
1	Specialized in-home care visits	\$ 250.00	2	\$ 500.00
2	On call assistance from a caregiver	\$ 100.00	1	\$ 100.00
3	Transportation fees	\$ 65	3	\$ 195.00
4	Medication oversight	\$ 120	2	\$ 240.00
SUB TOTAL				\$ 995.00
TAX 10%				\$ 99.50
TOTAL DUE				\$ 1,094.50

Client name: Heather Douglas

Address: 345 Park Ave
San Jose, CA

Phone number: 555-5555

Client signature: _____

Date of approval: _____

Heather Douglas

HD

Cancel

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

2:15

Done

Proposed service package

#	Item Description	Unit Price	Quantity	Total
1	Specialized in-home care visits	\$ 250.00	2	\$ 500.00
2	On call assistance from a caregiver	\$ 100.00	1	\$ 100.00
3	Transportation fees	\$ 65	3	\$ 195.00
4	Medication oversight	\$ 120	2	\$ 240.00
SUB TOTAL				\$ 995.00
TAX 10%				\$ 99.50
TOTAL DUE				\$ 1,094.50

Client name: Heather Douglas

Address: 345 Park Ave

Phone number: 555-5555

Client signature:

Date of approval: _____

☒ Click here to indicate acceptance of the below terms & conditions.

TERMS AND CONDITIONS

- The following Terms and Conditions will apply exclusively to the current and future business relationships between HomeCare Inc. and with you (the customer).
- Any quotation or pricing information made available by HomeCare Inc. is without obligation and subject to change without notice unless an offer has been designed as binding.
- Unless specifically set forth in a written agreement between you and HomeCare Inc., your obligations to HomeCare Inc. may not be subordinated or assigned to any third party. These Terms and Conditions shall be binding on each party's successors and assigns.

Document prepared by: _____

Ab ✓ X • — ○

2:18

SHARED

Proposed service package

#	Item Description	Unit Price	Quantity	Total
1	Specialized in-home care visits	\$ 250.00	2	\$ 500.00
2	On call assistance from a caregiver	\$ 100.00	1	\$ 100.00
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Document prepared by: _____

Invitation Sent

2:18

Cancel

Invite People By Email

Enter name or email...

rebecca@homecare.net

Subject and Message

proposal form.pdf

Completed and signed client form

Generating shared file on Document Cloud...

Or...

Get a Link Share a Copy

2:17

Cancel

Send

Invite People By Email

Enter name or email...

rebecca@homecare.net

Subject and Message

proposal form.pdf

Completed and signed client form

☒ Allow comments

Or...

Get a Link Share a Copy

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

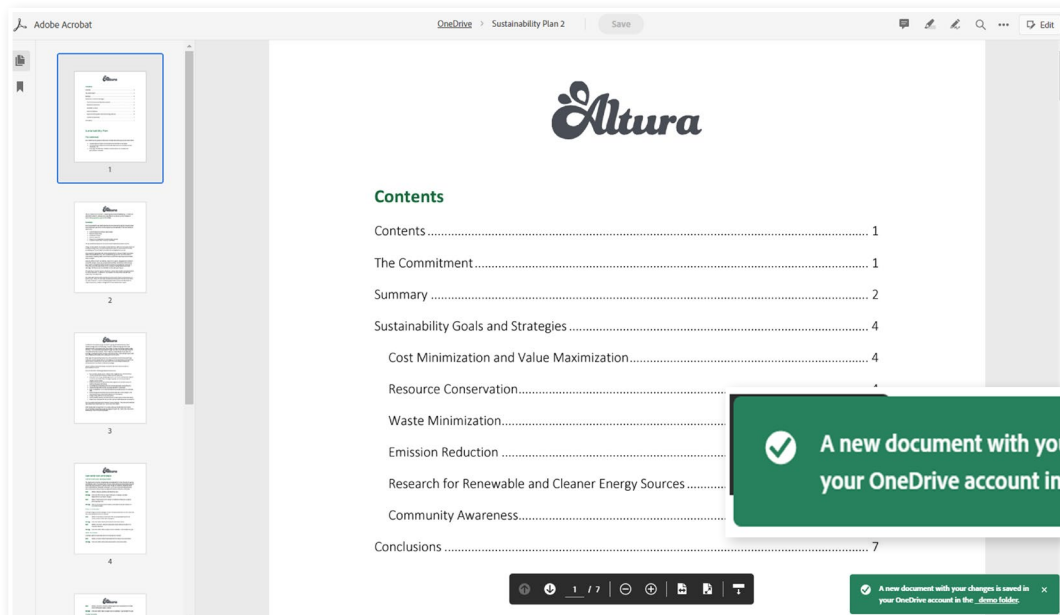
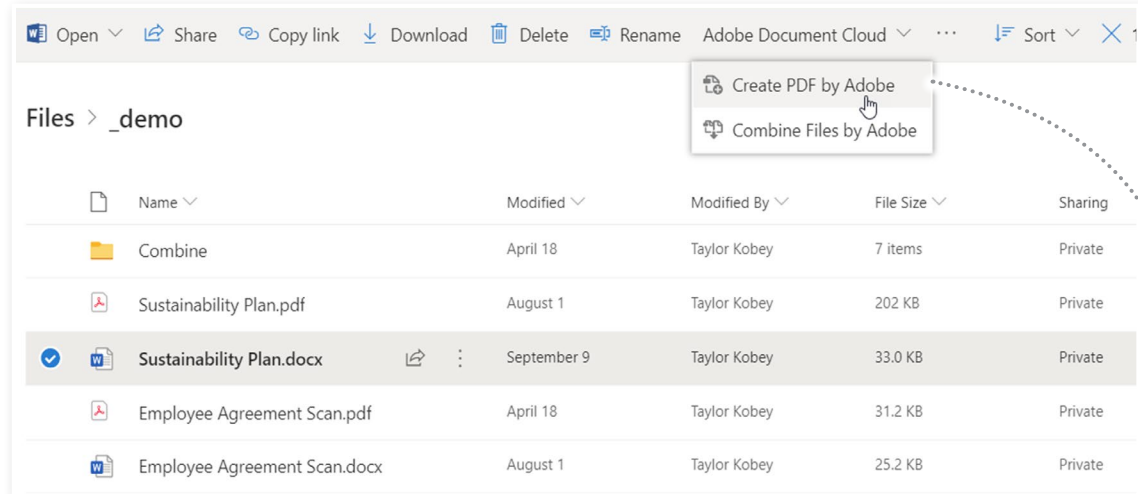
If your IT team has implemented the [Adobe Document Cloud add-in for Office 365](#) you can use time-saving PDF features right inside Word, Excel, SharePoint or OneDrive. Scan the QR Code to learn more about the add-in.



Create PDF from Office 365

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

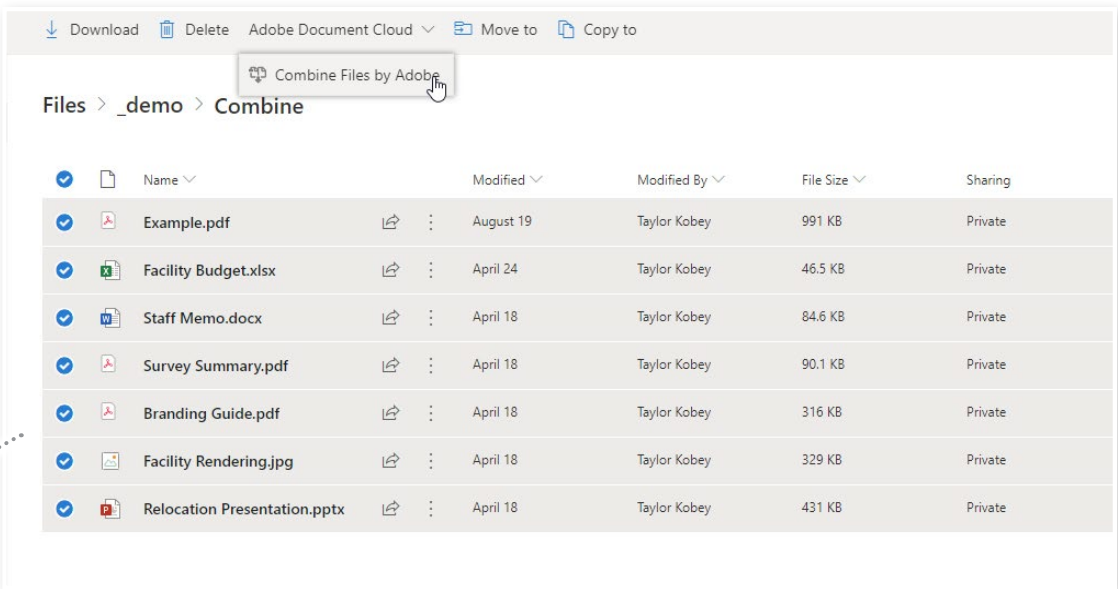
Hover over a Word, Excel or PowerPoint file and select it by clicking the small circle to the left of the file name.



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.

Combine Files to PDF in Office 365

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



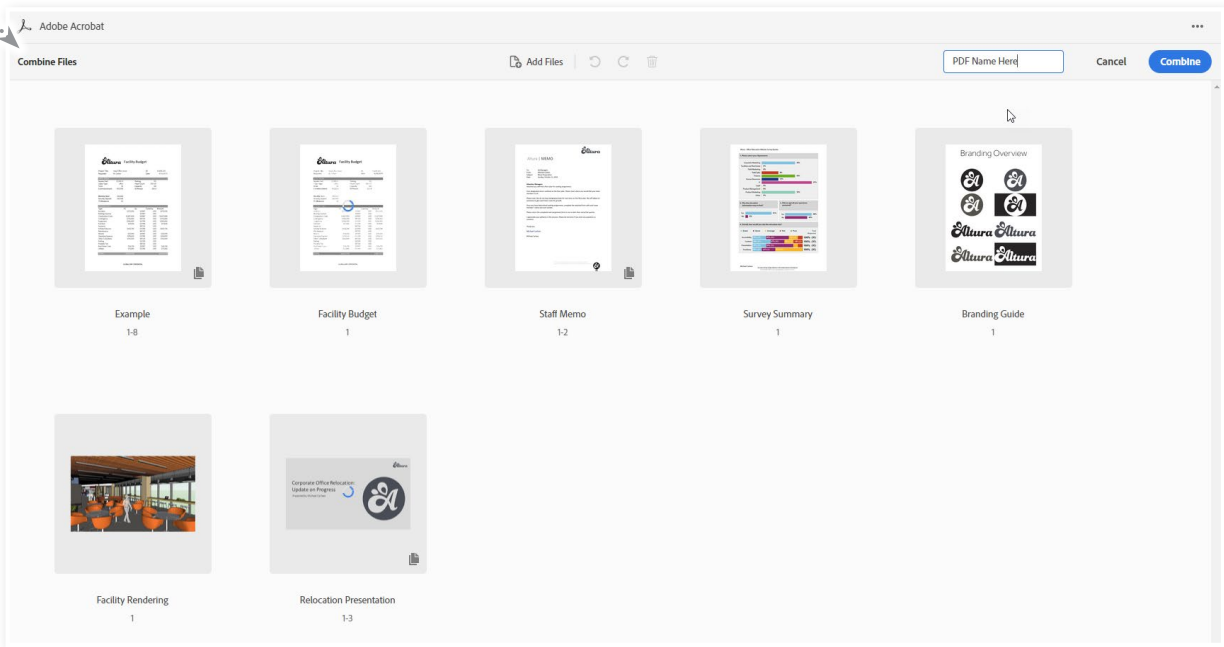
1

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

3

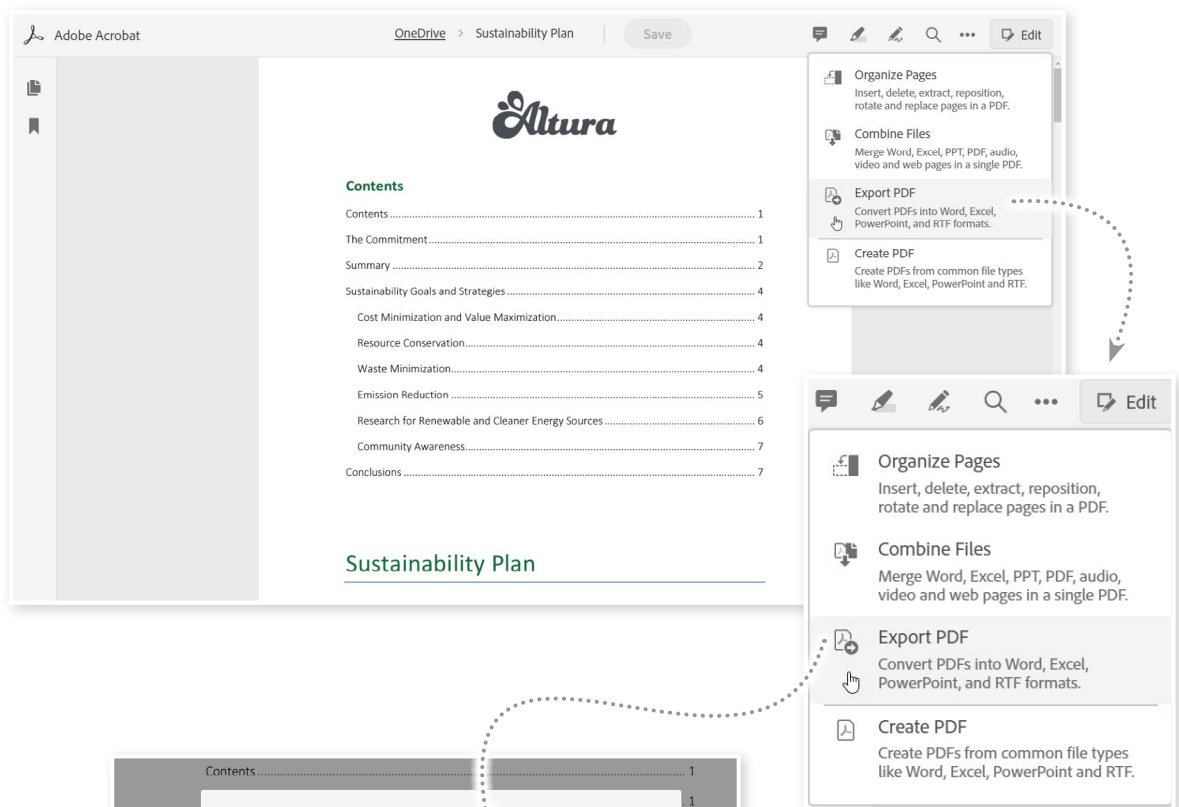
Combine Files will open in a new window.

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



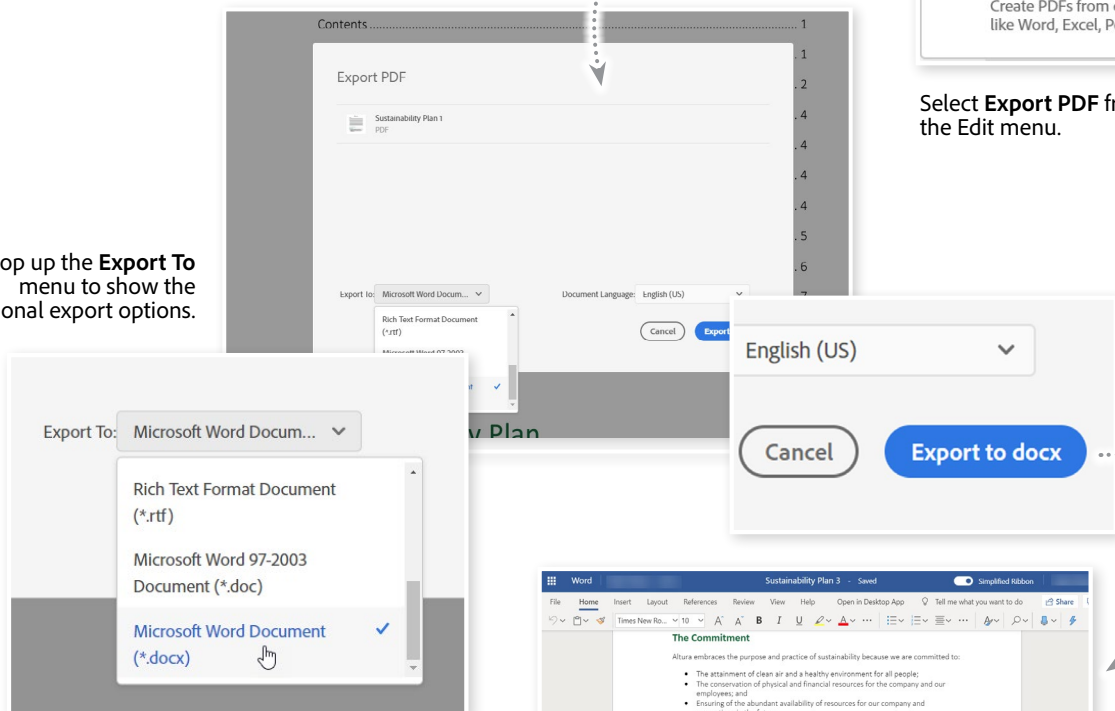
Reuse any PDF from within Office 365

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



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

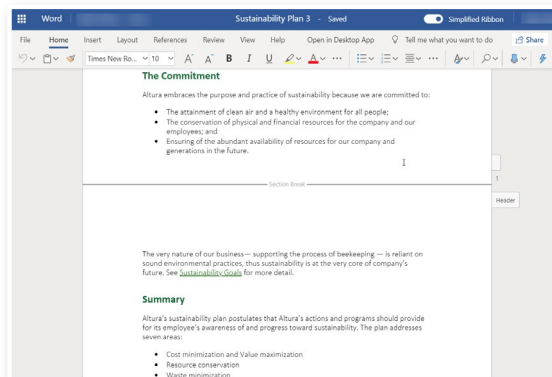
Pop up the **Export To** menu to show the additional export options.



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.





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.

	<i>Windows</i>	<i>Macintosh</i>
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