Intro to Adobe Pro

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With Adobe Pro, it is easy to edit an existing PDF. First, open the Adobe Pro application.

1. Editing an existing PDF
Once the software loads, click *Edit PDF* to make changes to an existing PDF. This will take you to a Finder window so that you can select the PDF that you’d like to edit.
Select the PDF, and open it.
Notice that around every element of the PDF, there is faint outline. Each of these elements functions like a text box.
Click the appropriate text box so that the blue outline shows more prominently. Then, you can edit the contents of that text box.
Of course, always remember to save your work!
2. Creating a form

You also can use Adobe Pro to build a form to collect information.
Open the software, and choose Create Form.
Choose *From Scratch or Template*. Then click *Launch*.
Creating a form

Adobe Pro’s *Form Central* window will open.
Click the tab, *Create New Form*. 
Adobe Pro has lots of form templates that you can explore and use for all types of purposes.
Creating a form

You also can build a form from scratch with the *blank form*. Double-click it to get started.
In the window that opens, you’ll see a gray bar that you can click to add *Header* information, such as the title of your form.
Once you’ve entered header text, you can click on the header bar to access a *Header Properties* box. It will provide access to additional formatting options, such as adding a background color.
To continue building your form, look under *Add Item*, and choose from the available options.
You can choose to add an *image*, for example.
Adobe Pro then will allow you to browse your files to choose the image that you want to use.
To add questions, etc., to your form, look under *Add Item* to choose the type of question or form field that you want to insert.
Then, add the text of questions, the choices from which the respondents can pick, etc. All you have to do is type in the boxes!
You can click on an item to see what are called its *Field Properties*. This provides even more options. For example, you can check a box to make an item a required question.
The question then will denoted as required by a red asterisk.
3. Retrofitting an existing PDF into a form

You also can turn an existing *static* PDF into a form with fillable fields. Once again, Adobe Pro makes it easy!
To begin, open Adobe Pro, and click *Create Form*. But this time, choose *From Existing Document*. Then, click *Next*. 
Adobe Pro will let you browse your files and select the PDF. Once it opens, click the *Tools* button.
This will open a panel of tools on the right. Click the *Edit* button.
The panel then will display a list of Tasks. Choose *Add New Field*. 
A drop-down list will let you choose the type of field. For this Master Gardener time sheet, I chose to insert a *text field*. 
Just click the space on the existing PDF where you want the fillable field to go.
A yellow box will appear to allow you the option to name the field.
You repeat the process for each part of the PDF that you’d like your respondents to be able to fill in. Remember to save your work.
4. Converting a PDF to another file format

With Adobe Pro, you very easily can convert some PDFs to other file formats.
First, find the PDF that you’d like to convert to another file format.
Right-click on the file, and choose to open it with Adobe Pro.
Once the file is open, choose **File → Save as Other** to convert to another file format.
Then, choose from the list of available file formats.
5. Merging files into a single PDF

Sometimes, you might have several files that you’d like to combine into one PDF. Adobe Pro can make that happen.
To get started, open Adobe Pro and choose *File ➔ Create*. Then, select, *Combine Files into a Single PDF*. 
A *Combine Files* window will open. Just drag the files you want to combine into the window.
The files even can be of an assortment of file formats. And, you can rearrange the order just by dragging.
Once your files are in the desired order, click the *Combine Files* button.
Adobe Pro will do all the work quickly and easily, and the result is a larger PDF that contains all of the original files. The default name will show as *Binder1, Binder2, etc.*
To finish the task, choose
File $\rightarrow$ Save.
Adobe Pro will give you the opportunity to name the new PDF and to decide where on your computer to store it.
You can use Adobe Pro to turn a smaller file into a larger poster or banner that you can print on your office printer.
Find the file that you’d like to print as a poster.
Click *File* → *Open With*. Then choose *Other*, if necessary, and then...
... Adobe Pro.
Once the file is open in Adobe Pro, click File ➔ Print.
A *Print* window will open.
Choose the *Poster* button.
Now, set the print scale. You also can indicate for Adobe Pro to print cut marks to guide you when trimming the pieces of the poster.
Adobe will show you the pattern for your poster and will let you know how many sheets of printed paper it will take for the finished product.
Adobe also provides a graphical representation of the printed job.
After printing, you then trim the pieces with scissors or a paper cutter and assemble them like a jigsaw puzzle into your finished banner or poster.