

PDF GUIDE



How To Create A PDF

If you want to create a PDF from scratch rather than converting a file, open Acrobat and choose "Tools" > "Create PDF". Then, select the file type you want to create a PDF from: single file, multiple files, scan, or other option. Now click on "Create" or "Next" depending on the file type.



How To Convert A Doc Into A PDF

Open the document you want to convert and then click "File > "Save As" or "Download". Select the option "PDF" with the extension of (.pdf)". Then click "Save". This process can be used to convert most file types such as .docx, .ppt, .txt, .odt, etc.



How To Edit A PDF

Click on the "Edit PDF" tool in the right pane. You can add new text, edit text, or update fonts using selections from the Format list. Save your edited PDF, name your file and click the "Save" button. You can use any PDF editor to do these such as Preview on Mac which is free.



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Open the PDF and choose Tools > Protection > Encrypt > Encrypt with Password. Then type the password in the corresponding field. Then click Save.

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PDF GUIDE



What Is A PDF File?

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Online PDFs do not require software at all as most browsers will open them online.

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