# Using Adobe Acrobat X Pro

Editing, merging and marking up PDF's



- Shoot, edit, and share your own videos
- Scan, touch up, and share family photos
- Create a brochure or flyer for your small business
- Record your own music using our isolation booth
- Convert old home videos into digital format
- Build a website for personal or business use

Monday – Friday, 9:00 a.m. – 9:30 p.m. Saturday, 9:00 a.m. – 5:00 p.m. Sunday, 12:00 – 5:00 p.m.

Call 847-392-0100 or visit the Tech Help Desk to make a reservation.



# What We'll Cover

- Opening PDF's
- Combining & merging PDF's
- Editing PDF's
- OCR (Optical Character Recognition)
- Security & Signing

## What is Acrobat Pro X?

Adobe Acrobat X Pro allows users to create, view and edit files in Portable Document Format (PDF). Acrobat enables viewing documents created in various software programs on any computer, with the look and layout of the source program intact, like an electronic snapshot.

### What can Acrobat Pro X do?

Create, edit, merge, combine, annotate, OCR, sign and secure PDF's

## Acrobat vs. Reader

Reader is for viewing, annotating, signing and filling out PDF's. Acrobat gives you complete control and flexibility in dealing with PDF's.

## What is a PDF?

Portable Document Format (PDF) is a file format used to represent documents in a manner independent of application software, hardware, and operating systems. Each PDF file encapsulates a complete description of a fixed-layout flat document, including the text, fonts, graphics, and other information needed to display it.