

The Hidden Power of PDFs

ADOBE ACROBAT

ADOBE DOCUMENT CLOUD

NJIT

New Jersey's Science & Technology University

Digital Learning and Technology Support 2020



OVERVIEW

- [Part 1](#): Adobe Creative Cloud Download page
- [Part 2](#): Using Acrobat Remotely (Adobe Document Cloud)
 - Cloud storage
 - Adobe Acrobat DC tools online (*You cannot edit PDFs with Adobe Acrobat PDF Pack. You need Acrobat DC to edit PDFs.*)
- [Part 3](#): Adobe Sign
- [Part 4](#): Adobe Scan (*Available only on the phone*)



What can I do with Acrobat DC?

- Convert:
 - Word, Excel, PPT, JPG, HTML to PDF
 - PDF to Word, PPT, Excel, JPG
 - Compress PDF (reduce in size)
 - Print to PDF
- Edit:
 - Edit PDF, Add Comment, Recognize Text, Combine Files, Reorder Pages, Delete Pages, Rotate Pages, Crop Pages, Split PDF
- Share:
 - Share, Send for Comments, Protect, Unlock, Compare
- Sign:
 - Request Signature, Fill & Sign, Prepare a Form



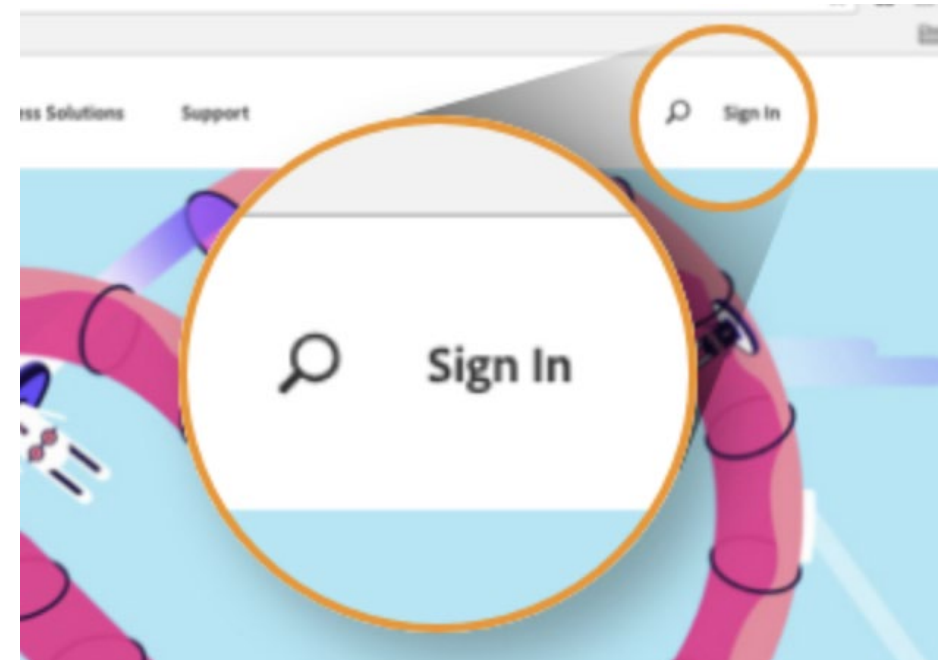
Part 1: Adobe Creative Cloud Download

<https://ist.njit.edu/adobe-creative-cloud>

- Adobe Creative Cloud is available to faculty, staff using single sign-on (SAML) authentication.
- Some of the most commonly used application and apps are: Acrobat DC, Photoshop and Photoshop Express app, Illustrator, Dreamweaver, Adobe Scan app.
- Before you install Adobe products you should install **Adobe Creative Cloud manager**.

Steps to log in...

1. Go to <http://www.adobe.com>
2. Click on the "Sign In" link.
3. Type your UCID@njit.edu and click "Continue".
4. Choose "Company or School Account".
5. You will be redirected to the NJIT login page. Use your UCID and UCID password to log in.



Go to Adobe...

Adobe Creative Cloud Welcome Page

Welcome to Creative Cloud, Jolanta

Ps Photoshop Acrobat DC Ai Illustrator Pr Premiere Pro Creative Cloud View all

Ps Photoshop

The world's best imaging and design application. Create and enhance photographs, illustrations, and 3D artwork. It's everything you need to make any idea real. [Learn more](#)

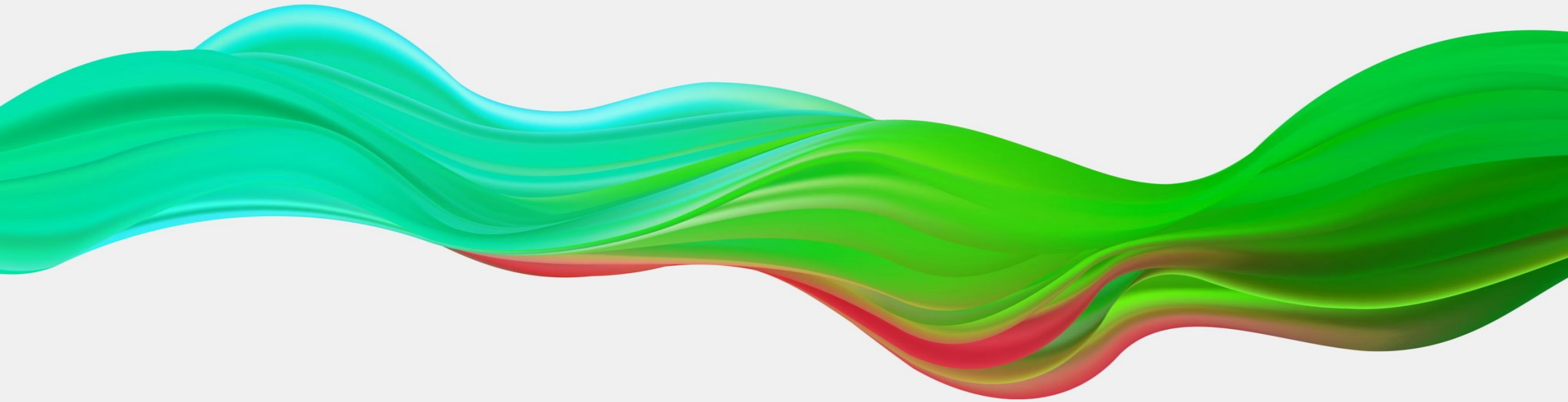
Get app

Jolanta Soltis
Manage account

Adobe for Enterprise
Manage enterprise

Quick links
[Install Creative Cloud app](#)
[Help center](#)
[Contact us](#)

STORAGE 129.2 MB/100 GB



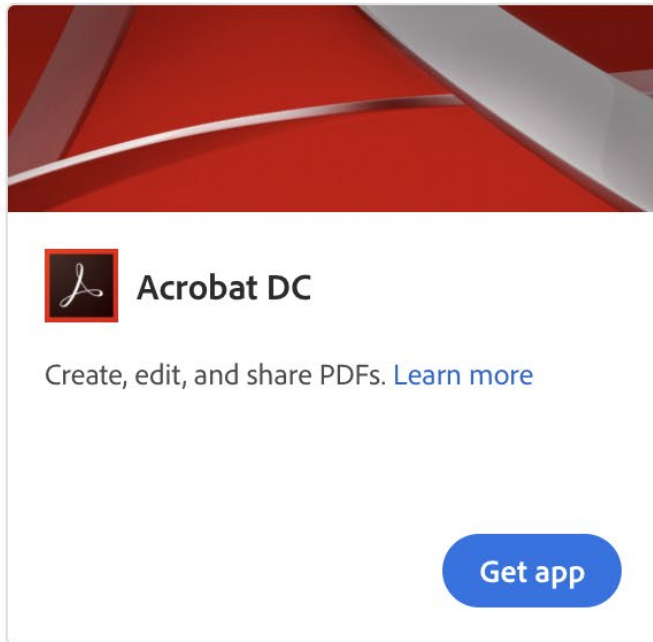
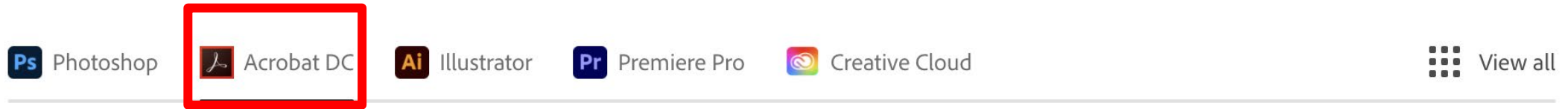
QUESTIONS?


What can you do with Acrobat DC online?

- Export PDF to other formats
- Edit using Adobe Acrobat DC desktop
- Organize pages
- Share
- Compress PDF
- Combine files
- Create a Template (Adobe Sign)
- PDF to JPG
- Request Signature(Adobe Sign)

Part 2: Acrobat Online

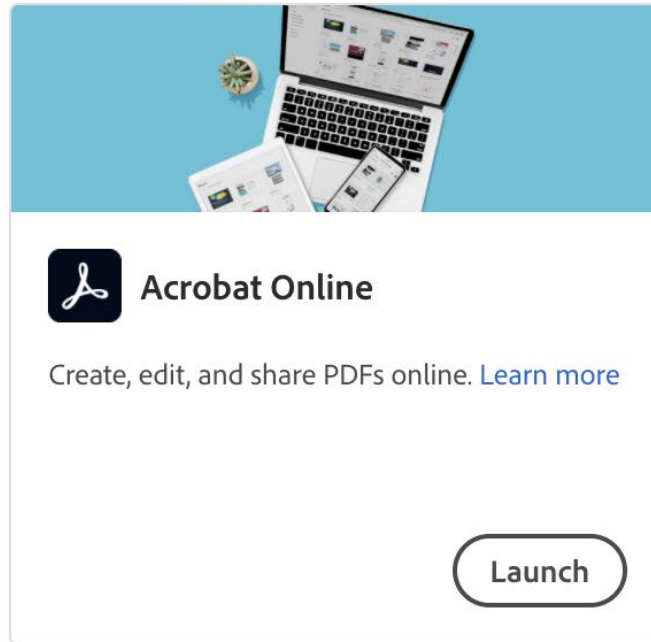
[Go to Adobe...](#)




 **Acrobat DC**

Create, edit, and share PDFs. [Learn more](#)

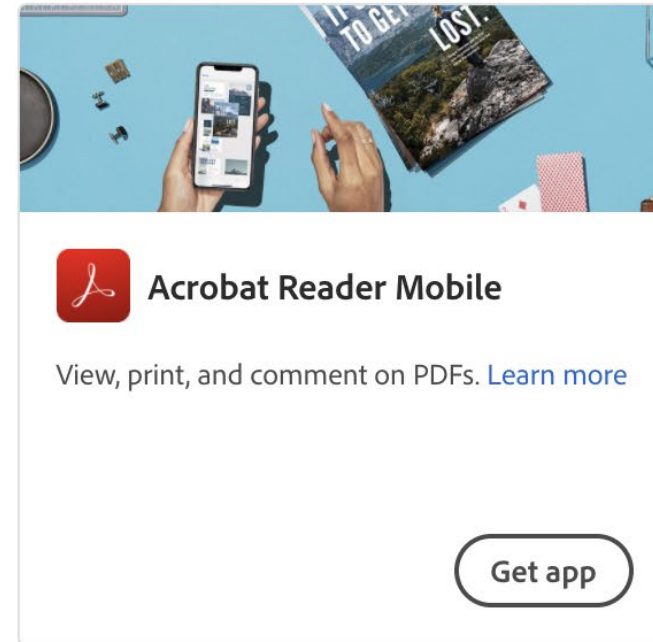
[Get app](#)


A card for the Acrobat DC desktop application. It features a red background image at the top, the Acrobat DC logo and name, a brief description, a 'Learn more' link, and a blue 'Get app' button.

 **Acrobat Online**

Create, edit, and share PDFs online. [Learn more](#)

[Launch](#)

A card for Acrobat Online. It features a blue background image at the top showing a laptop and a smartphone, the Acrobat Online logo and name, a brief description, a 'Learn more' link, and a 'Launch' button.

 **Acrobat Reader Mobile**

View, print, and comment on PDFs. [Learn more](#)

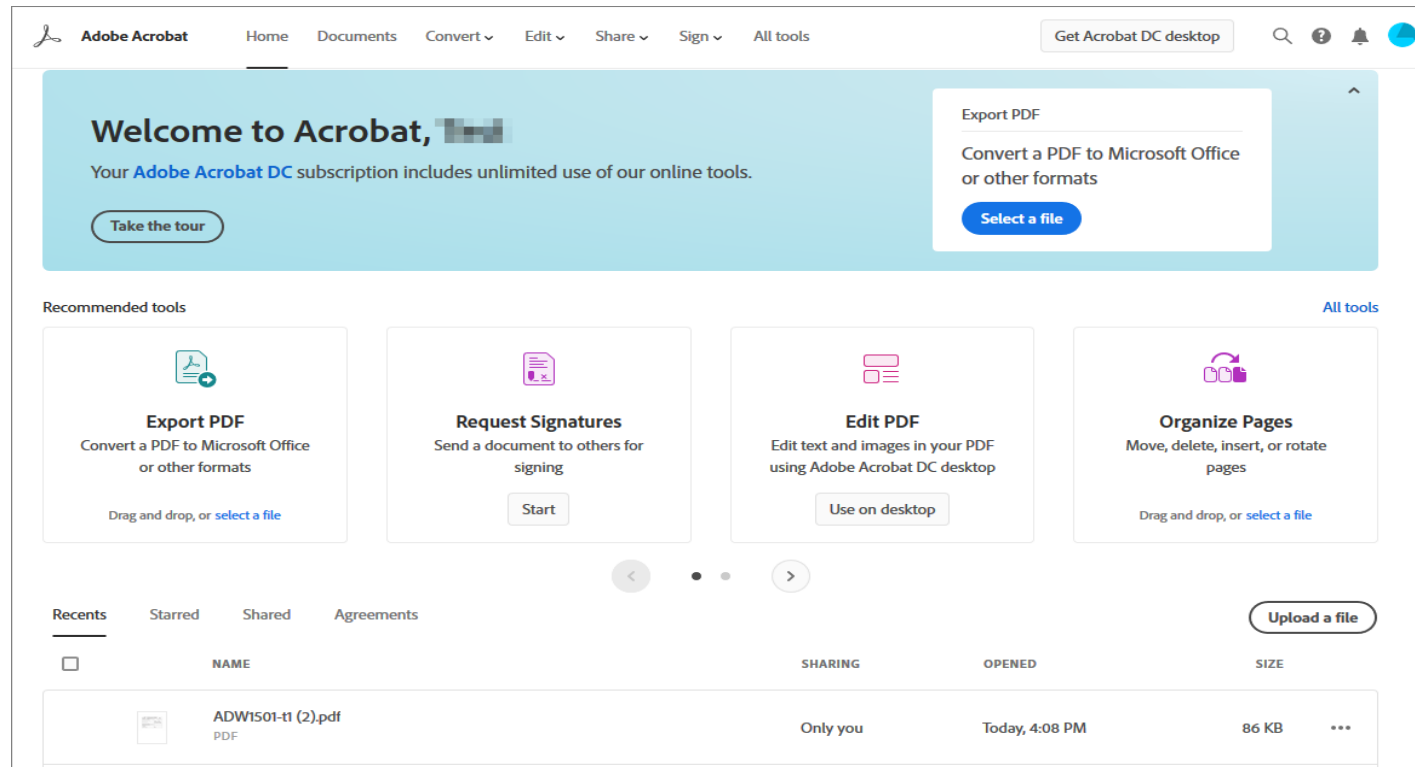
[Get app](#)

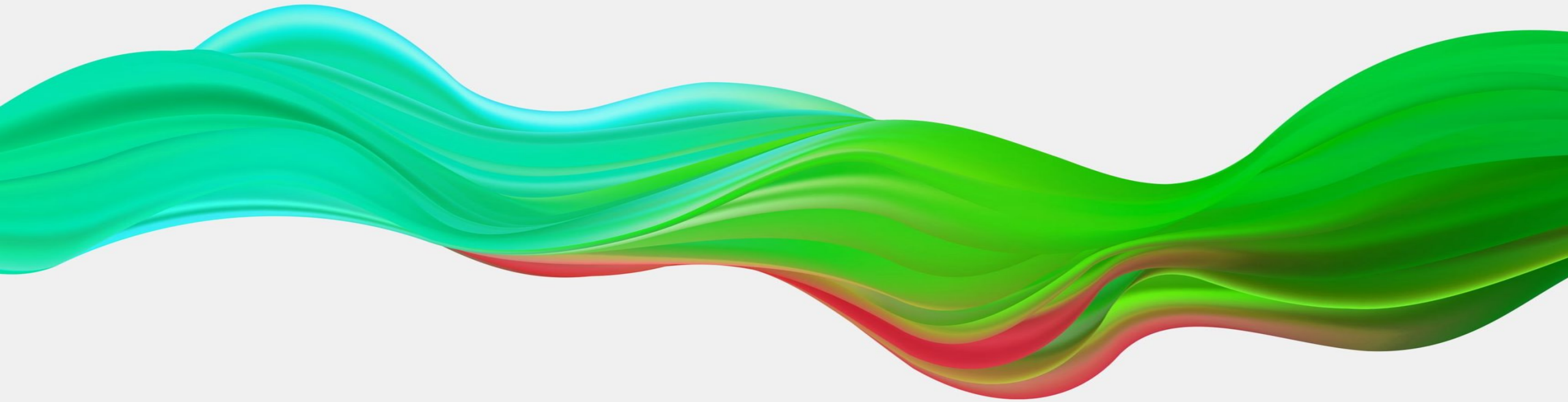
A card for the Acrobat Reader Mobile app. It features a blue background image at the top showing hands holding a smartphone and a magazine, the Acrobat Reader Mobile logo and name, a brief description, a 'Learn more' link, and a 'Get app' button.

ADOBE DOCUMENT CLOUD

Go to Adobe...

<https://documentcloud.adobe.com/>





QUESTIONS?

Adobe Sign - Video

<https://na1.documents.adobe.com/account/homeJS>

- [Send document to sign](#) (Video)
 - To a single recipient
 - To multiple recipients
- [Create a reusable template](#) (Video)

Do more with Adobe Sign



Fill and sign a document



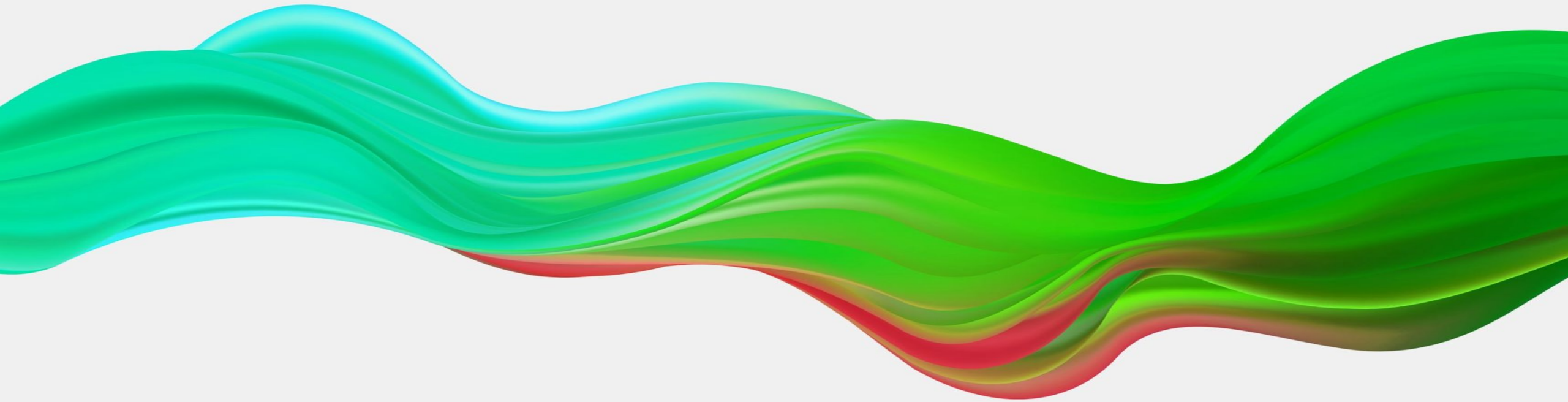
Create a reusable
template



Manage and track all
agreements

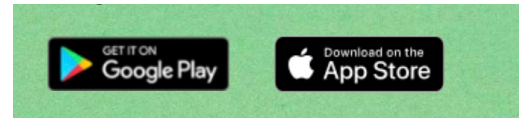


Enhance your account

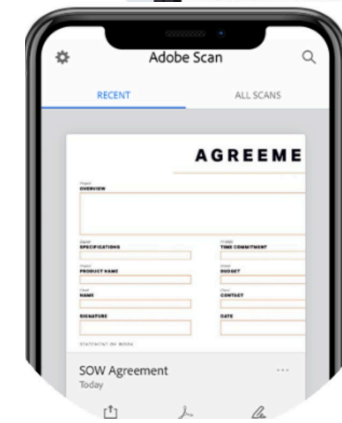
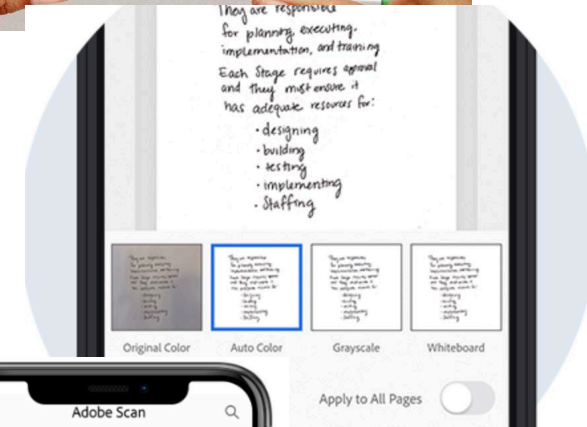


QUESTIONS?

Adobe Scan

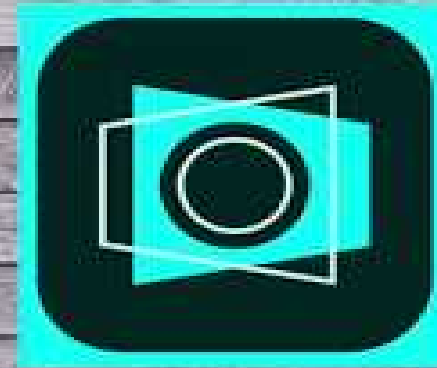


- Easily capture and convert documents, forms and business cards into a high-quality Adobe PDFs.
- Adobe Scan identifies and sharpens handwritten or printed text, while removing elements you don't want, like glare and shadow.
- Open the scanned PDF in [Acrobat Reader](#) to make notes and comments and review with your team.
- Use Adobe Scan to turn paper forms into interactive digital documents you can easily fill out, sign and share.
- [More about Adobe Scan...](#)



THE TEACHERS' TECH BAR

LEARN-COLLABORATE-GROW



ADOBE SCAN APP

Resources

- [Adobe Acrobat: download, insall, and use.](#)
- [Get started...](#)
- [Where are my files?](#)
- [Adobe Sign tutorials](#)
- [Get a signature in person using mobile app.](#)
- [Create a web form.](#)

Get started with the Web apps and services



Upload Files: Easily upload files in Document Cloud and manage them from your computer or mobile device. [Learn more >](#)



Create PDF: Convert Microsoft Word, Excel, PowerPoint, and other file formats to PDFs. [Learn more >](#)



Share PDFs for viewing: Quickly share a link to a PDF document with others for viewing. [Learn More >](#)



Share PDFs for review: Quickly share a link to a PDF document with others for review. [Learn More >](#)



Export PDF: Convert PDFs into editable Word, Excel, or PowerPoint files. [Learn More >](#)



Organize Pages: Rotate, move, delete, or renumber pages in a PDF. [Learn More >](#)



Combine Files: Combine multiple file types to a single PDF. [Learn More >](#)



Compress PDF: Reduce the size of your PDF file. [Learn More >](#)

What is next...

- Hands on workshop on:
 - Adobe Acrobat/Adobe Online
 - Adobe Sign/Forms

We will use Breakout Rooms to practice and connect together for questions.