

Adobe Acrobat

Top Tips from
Adobe Acrobat
Experts



Commission Agreement
Sales Associate



Combine these two files

Let's recap our conversation

This webinar shares practical tools and tips to enhance efficiency, accessibility, and automation in Acrobat. Experts cover organizing pages, using guided actions, and creating accessible PDFs, custom commands, and single-key accelerators. It also highlights hidden features, QR code generation, and leveraging InDesign for accessible form creation.

Key takeaways:



Organize pages effectively. Access the Pages panel and Organize pages tool to reorder, extract, crop, rotate, and split PDFs for better management.



Enhance accessibility in PDFs. Tag documents using cloud-based auto-tagging and tools like Autotag Document to ensure assistive technology compatibility.



Boost efficiency with automation. Use guided actions, custom commands, and single-key accelerators to streamline repetitive tasks and save time.

Products showcased in this event



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Step-by-step demo tutorials

How to organize pages

1. Open your PDF in Acrobat.
2. Select the Organize pages tool from the toolbar or Tools menu.
3. Use the options to reorder pages by dragging them into the desired sequence.
4. To extract pages, select the pages you want, then click Extract.
5. To crop or rotate pages, select the page and click Crop or Rotate.
6. To split a PDF, click Split and choose Split by Number of pages, File Size, or Top level bookmarks.
7. Set the output options, such as file size or folder location, and click OK.
8. Save your changes to finalize the organized PDF.

Step-by-step demo tutorials

How to create accessible PDFs

1. Check if the document is tagged by pressing Control + D or Command + D and reviewing Document Properties.
2. If tags are missing, right-click in the Accessibility tags panel and select Autotag document.
3. Enable cloud-based auto-tagging by going to Preferences via Control + K or Command + K.
4. Ensure Enable cloud-based auto-tagging for accessibility is checked.
5. For scanned documents, skip using Scan & OCR. The Autotag document ensures that the document is searchable automatically.
6. Review the tags in the Accessibility tags panel to confirm proper tagging.
7. Save the tagged document for accessibility compliance.

Step-by-step demo tutorials

How to create guided actions for automation

1. Select the Use guided actions tool from the Tools menu.
2. Click Create New Action to start building a custom guided action.
3. Add steps by selecting tools like Optimize Scanned Pages, Autotag document, or Encrypt with password.
4. Configure each tool's settings, such as deselecting Prompt User for automated execution.
5. Set output options, like file compression or naming conventions, in the Save step.
6. Add a description for the action to clarify its purpose.
7. Save the guided action and test it on a folder of files.
8. Export the action as an SEQU file to share with your team.

Step-by-step demo tutorials

How to create custom commands

1. Select the Use Guided Actions tool from the Tools menu.
2. Click Custom Commands and select Create New Command.
3. Name the command and add a tool tip for clarity.
4. Choose a tool, such as Add Watermark, and configure its settings (e.g., text, font, color, opacity).
5. Don't show options to automate the command without prompts.
6. Save the custom command and test it on a sample PDF.
7. Export the command as an XML file to share with your team.
8. Import the command into another Acrobat instance to distribute it.

Step-by-step demo tutorials

How to generate QR codes using Adobe Express

1. Open Adobe Express in your browser.
2. Select the Generate QR code Quick Action tool.
3. Enter the URL for the webpage or web form you want to link.
4. Customize the QR code's colors and design as needed.
5. Click Download and select PNG format for resizing without losing clarity.
6. Save the QR code to your device for use in your projects.

Frequently asked questions

What is the benefit of cloud-based auto-tagging for accessibility?

Cloud-based auto-tagging generates the best possible tags for accessibility, even for scanned documents, making them searchable and properly tagged with just one click.

How can you ensure a PDF is accessible?

To ensure accessibility, check if the document is tagged using Document Properties. If tags are missing, use the Autotag document feature, and enable cloud-based auto-tagging in Preferences for optimal results.

How can you automate repetitive tasks in Acrobat?

Use guided actions to automate multistep processes like tagging, compressing, and protecting PDFs. You can customize actions, save them, and share them with your team for efficiency.

Frequently asked questions

How can you tag a scanned document for accessibility?

If cloud-based auto-tagging is enabled, simply use the Autotag document feature. Acrobat will automatically make the scanned document searchable and tagged in one step.

What is the difference between guided actions and custom commands?

Guided actions automate multi-step processes, while custom commands allow users to preset specific tool options, such as adding watermarks or executing JavaScript, for quick and consistent use.

What are single-key accelerators, and how do they improve efficiency?

Single-key accelerators are keyboard shortcuts that reduce mouse clicks. For example, pressing P toggles between Preview and Exit preview mode when creating fillable forms.

Frequently asked questions

What is the Split tool, and when should you use it?

The Split tool divides large PDFs into smaller files based on the number of pages, file size, or top-level bookmarks. It is useful for sharing or uploading files with size restrictions.

How can you ensure a fillable form works properly in Acrobat or Adobe Reader?

Wrap the form in a PDF Portfolio with a customized cover sheet and use JavaScript to check the viewer. If opened outside Acrobat or Adobe Reader, the cover sheet will display instructions instead of the form.

What is the benefit of using InDesign for creating forms?

InDesign allows precise layout design and field creation. When saved as a PDF, the form is accessible and requires no additional field work in Acrobat.

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POP SECURE

Competitive Analysis

Key Statistics

POP Secure stands out in the wrap industry due to its commitment to innovation and quality. Unlike many competitors, POP Secure Solutions offers a diverse range of wrap products, including film, vinyl, and specialty wraps. This variety ensures that clients can find the perfect solution for their specific needs. Additionally, POP Secure Solutions focus on customization options for tailored packaging solutions that enhance efficiency and aesthetics, setting them apart from companies that offer more generic products.

Microscopic POP Secure Solutions results in customer support and supply chain integration. The company provides comprehensive training and ongoing support, ensuring clients can maximize the benefits of their wrap products. Their seamless integration into client workflows, coupled with performance monitoring systems, guarantees optimal results and minimal disruptions. This level of service and attention to detail is a significant competitive advantage, making POP Secure Solutions a preferred partner for businesses seeking reliable and high-quality packaging solutions.

2.65 Million in Sales

18K 52%

34% 75%

Combine these two files

Our speaker



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Contributors



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Adobe



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Acrobat Community Expert

Topics of the year

Inspiration
&
Motivation

AI &
Innovation

Accessibility

Topic of the year

Accessibility



Tools & Tips

01

Organizing Pages Efficiently

02

Accessibility Tools in Acrobat

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Guided Actions and Single-Key Accelerators

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Custom Commands for Automation

05

Potpourri of Simple Tricks

Tip 1

Organizing Pages Efficiently

Use the Pages panel and Organize Pages tool for quick document edits.

**This is perfect for
grabbing slides or
splitting long
documents into
manageable sections.**



Lori Kassuba

Technical Learning Developer
Adobe

Tip 2

Accessibility Tools in Acrobat

Leverage Acrobat's accessibility tools, including the Adobe PDF Accessibility Auto-Tag API, for faster and better results.

“**The cloud-based Auto-Tag API is faster and better than anything available in the market today.**”



Rob Haverty

Product Manager

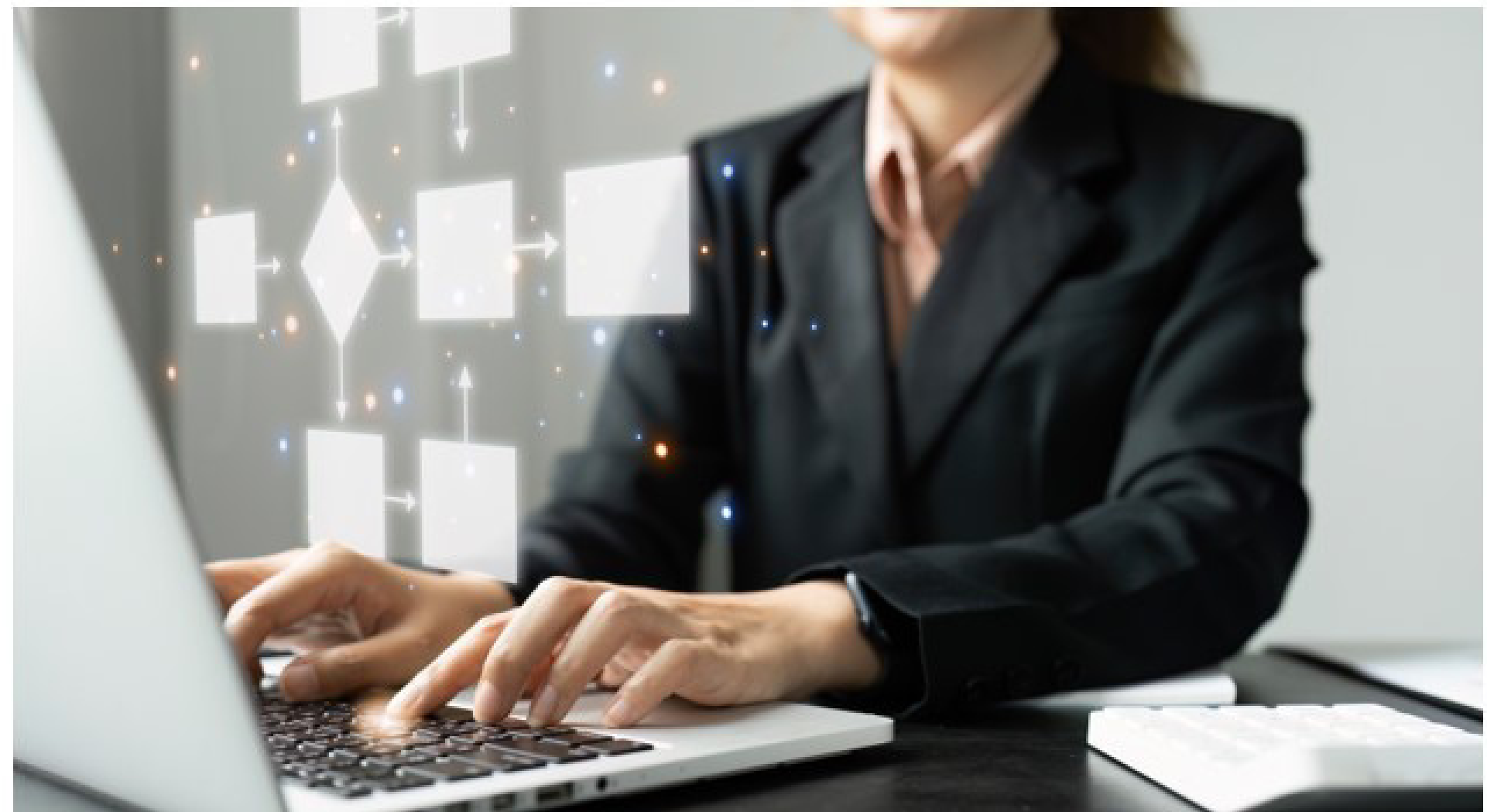
Adobe

Topics of the year

Accessibility



Efficiency & Automation



Tip 3

Guided Actions and Single-Key Accelerators

Use guided actions and
single-key accelerators
to speed up workflows.

**Guided actions and
single-key accelerators
are essential for
efficiency and
accessibility.**



Lori Kassuba

Technical Learning Developer
Adobe

Tip 4

Custom Commands for Automation

Use custom commands to automate repetitive tasks and streamline workflows.

**Custom commands
are a game changer
for automation and
efficiency.**



Joel Geraci

Acrobat Community Expert

Tip 5

Potpourri of Simple Tricks

Hidden Gems in Acrobat (and more)

Acrobat has many hidden gems whether you're creating, editing, or repurposing PDFs.



Lori DeFurio

Principal Solutions Technologist
Adobe

**This saves me hours
when revising forms
and ensures
accessibility from the
start.**



Joel Geraci

Acrobat Community Expert

Where to find the tips/tools used today – Acrobat Pro

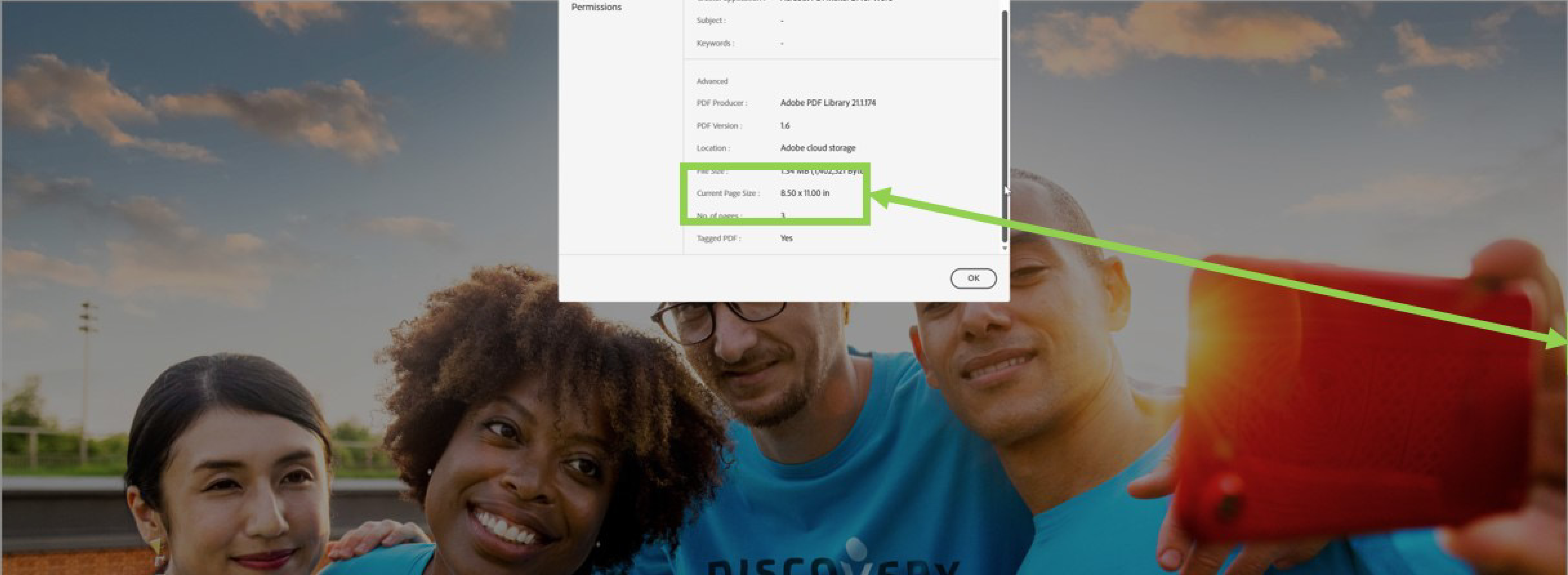
	Tip/Tool	Desktop	Web	Mobile
#1	Pages Panel	✓	✓	✓
#1	Organize Pages	✓	✓	✓
#2	Prepare for accessibility	✓		
#3	Single-Key Accelerators	✓		
#3	Use guided actions – Actions	✓		
#4	Use guided actions – Custom Commands	✓		
#5	Page Size	✓	✓*	
#5	Office Documents: Create a PDF/Combine Files/Add to PDF Space	✓		
#5	Selecting text – ALT key	✓		
#5	Customize toolbar	✓	✓*	
#5	Generate QR Code using Adobe Express	✓	✓	✓

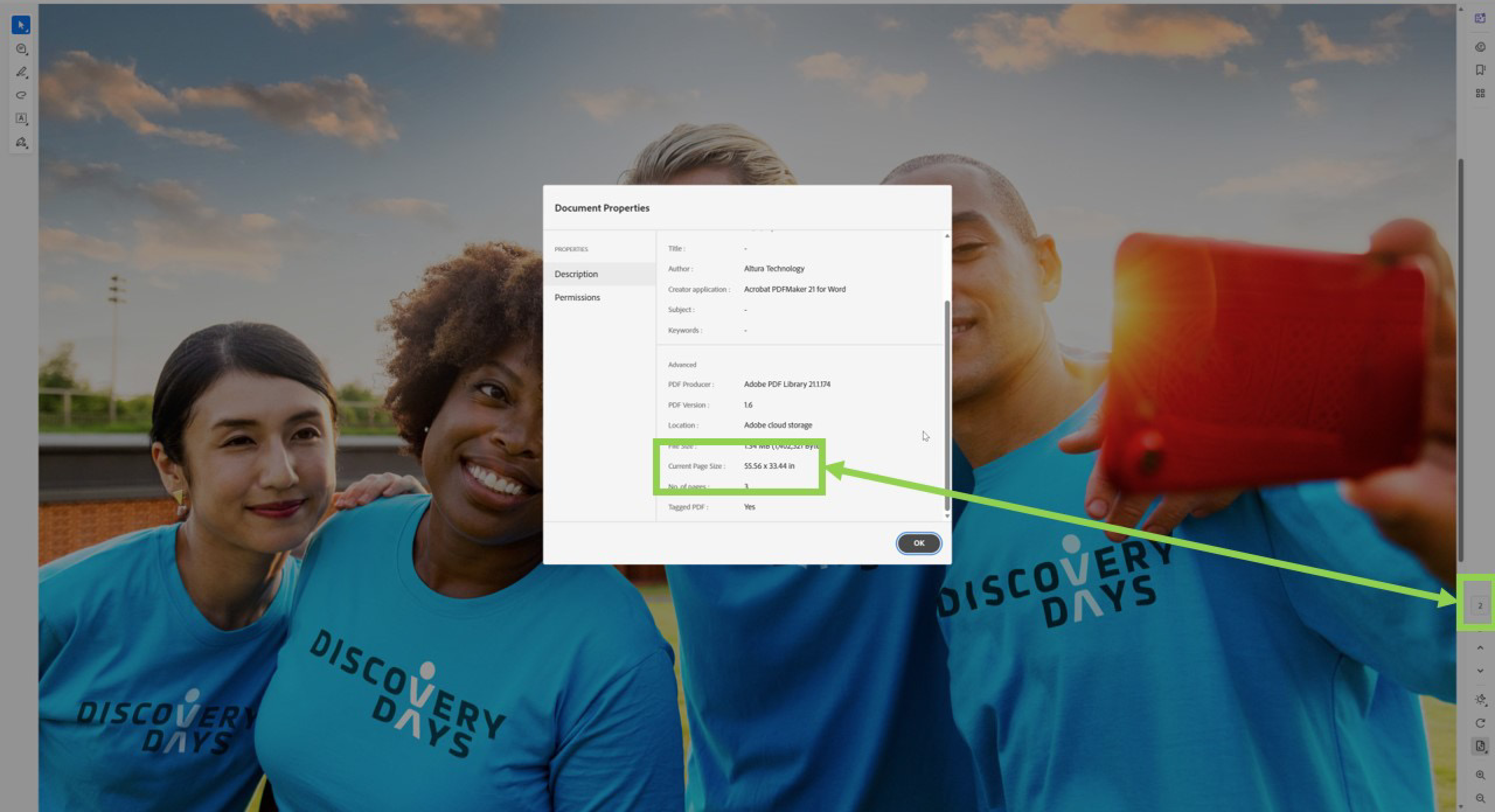


Document Properties

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	Keywords :	-
	Advanced	
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	PDF Version :	1.6
	Location :	Adobe cloud storage
	File size :	134 KB (139,327 bytes)
	Current Page Size :	8.50 x 11.00 in
	No. of pages :	1
Tagged PDF :	Yes	

OK





Document Properties

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File size :

Current Page Size :

No. of pages :

Tagged PDF :

-

Altura Technology

Acrobat PDFMaker 21 for Word

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Adobe PDF Library 21.1.174

1.6

Adobe cloud storage

134 MB (139,432 bytes)

55.56 x 33.44 in

1

Yes

OK



Where to find the tips/tools used today – Acrobat Pro

	Tip/Tool	Desktop	Web	Mobile
#1	Pages Panel	✓	✓	✓
#1	Organize Pages	✓	✓	✓
#2	Prepare for accessibility	✓		
#3	Single-Key Accelerators	✓		
#3	Use guided actions – Actions	✓		
#4	Use guided actions – Custom Commands	✓		
#5	Page Size	✓	✓	
#5	Office Documents: Create a PDF/Combine Files/Add to PDF Space	✓		
#5	Selecting text – ALT key	✓		
#5	Customize toolbar	✓	✓*	
#5	Generate QR Code using Adobe Express	✓	✓	✓

Where to find the tips/tools used today – Acrobat Standard

	Tip/Tool	Desktop	Web	Mobile
#1	Pages Panel	✓	✓	✓
#1	Organize Pages	✓	✓	✓
#2	Prepare for accessibility	✓		
#3	Single-Key Accelerators	✓		
#3	Use guided actions – Actions			
#4	Use guided actions – Custom Commands			
#5	Page Size	✓	✓	
#5	Office Documents: Create a PDF/Combine Files/Add to PDF Space	✓		
#5	Selecting text – ALT key	✓		
#5	Customize toolbar	✓	✓*	
#5	Generate QR Code using Adobe Express	✓	✓	✓

Where to find the tips/tools used today – Acrobat Reader

	Tip/Tool	Desktop	Web	Mobile
#1	Pages Panel	✓	✓	✓
#1	Organize Pages			
#2	Prepare for accessibility			
#3	Single-Key Accelerators	✓*		
#3	Use guided actions – Actions			
#4	Use guided actions – Custom Commands			
#5	Page Size	✓	✓*	
#5	Office Documents: Create a PDF/Combine Files/Add to PDF Space			
#5	Selecting text – ALT key	✓		
#5	Customize toolbar*			
#5	Generate QR Code using Adobe Express	✓	✓	✓

Tools & Tips

01

Organizing Pages Efficiently

02

Accessibility Tools in Acrobat

03

Guided Actions and Single-Key Accelerators

04

Custom Commands for Automation

05

Potpourri of Simple Tricks

Helpful resources

- Resource: [Acrobat Help Page](#)
- Pricing: [Acrobat Plans](#)
- Resource: [Adobe Trust Center](#)
- Webinars: [Adobe Business](#)
- Resource: [Keyboard shortcuts](#)
- Tutorials: [Accessibility series](#)
- Tutorials: [Generate QR codes](#)

Want to learn more about
Acrobat for Business?

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