

Adobe Acrobat

On-demand webinar

Edit, Organize, and Convert PDFs with Acrobat

Our speaker



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Adobe

Agenda

01

Understanding the **Edit tab**

02

Organize Pages deep dive

03

Convert tab options

10 tools

Build your PDFs

1. Create a PDF
2. Combine Files

Work on your PDFs

3. Organize Pages
4. Edit a PDF
5. Export a PDF

Collaborate and share

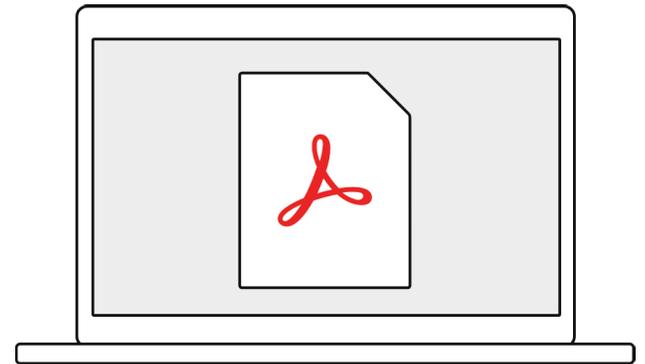
6. Share

Prepare for distribution

7. Scan & OCR
8. Compress a PDF
9. Protect a PDF

Leverage generative AI

10. AI Assistant



Acrobat Webinars Hub

The screenshot displays the Adobe Acrobat Webinars Hub page. At the top, the navigation bar includes 'Adobe for Business', 'Products', 'AI', 'Industries', 'Resources', 'Support', and 'Get started'. Below the navigation, the main heading is 'Adobe Webinars' with the subtext 'Get the right insights for your business strategy with our marketing webinars.' Two featured webinar cards are shown: 'Driving organizational growth using generative AI' and 'Boosting site performance with Adobe'. Below these, a section titled 'Explore all Adobe upcoming webinars' features a grid of nine webinar cards. Each card includes a thumbnail image, a title, a brief description, and a 'Register now' button. The webinars cover topics such as scaling on-brand content, Acrobat Mobile productivity, editing and converting PDFs, Adobe Express real-time success, automating tasks with Workflow Designer, document protection, AI Assistant for key business tasks, image prompting, and automating with Acrobat.

Adobe for Business Products Industries Resources Support Get started

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Adobe Webinars

Get the right insights for your business strategy with our marketing webinars.

WEBINAR
Driving organizational growth using generative AI.
Explore how Adobe harnesses generative AI internally to enhance content creation efficiency alongside case studies from B2C and B2B enterprises.
[Watch now](#)
[Looking over resources](#)
[Course](#)

WEBINAR
Boosting site performance with Adobe.
[Watch now](#)
Adobe

Explore all Adobe upcoming webinars

Scaling on-brand content — A deep dive into Adobe Custom Models.
Discover how Adobe Custom Models streamline content creation using generative AI tools for enterprise.
Thu, Jun 01 | 9:00 PM - 10:30 PM EDT [Register now](#)

Acrobat Mobile, productivity on the go.
See how Acrobat Mobile capabilities such as creating PDFs from photos and organizing pages in PDFs provide professionals productivity on the go.
Tue, Jan 01 | 9:00 PM - 10:15 PM EDT [Register now](#)

Edit, organize, and convert PDFs with Acrobat.
Skill Builder. Quickly modify, organize and convert your documents with ease.
Wed, Jun 01 | 9:00 PM - 10:30 PM EDT [Register now](#)

Real-time success made easy with Adobe Express.
Discover how Adobe Express helps teams speak creatively, speed up production, and stay on brand.
Thu, Jun 01 | 9:00 PM - 10:30 PM EDT [Register now](#)

Automate tasks with Workflow Designer.
Workflow Designer uses the built-in visual design tools that automate every task in a document workflow, streamlining your processes and saving time.
Tue, Jan 01 | 9:00 PM - 10:15 PM EDT [Register now](#)

Document protection that powers productivity.
Strengthen document security in your digital workflow while empowering collaboration with Adobe Acrobat.
Wed, Jun 01 | 9:00 PM - 10:30 PM EDT [Register now](#)

AI Assistant for key business tasks.
See how AI Assistant can be used to quickly analyze document data, gain actionable insights, and streamline key business processes.
Tue, Jun 01 | 9:00 PM - 10:30 PM EDT [Register now](#)

Image prompting like a pro.
Unlock secrets for generative AI prompt writing that delivers strong results and overcomes limitations.
Wed, Jun 01 | 10:00 PM - 11:30 PM EDT [Register now](#)

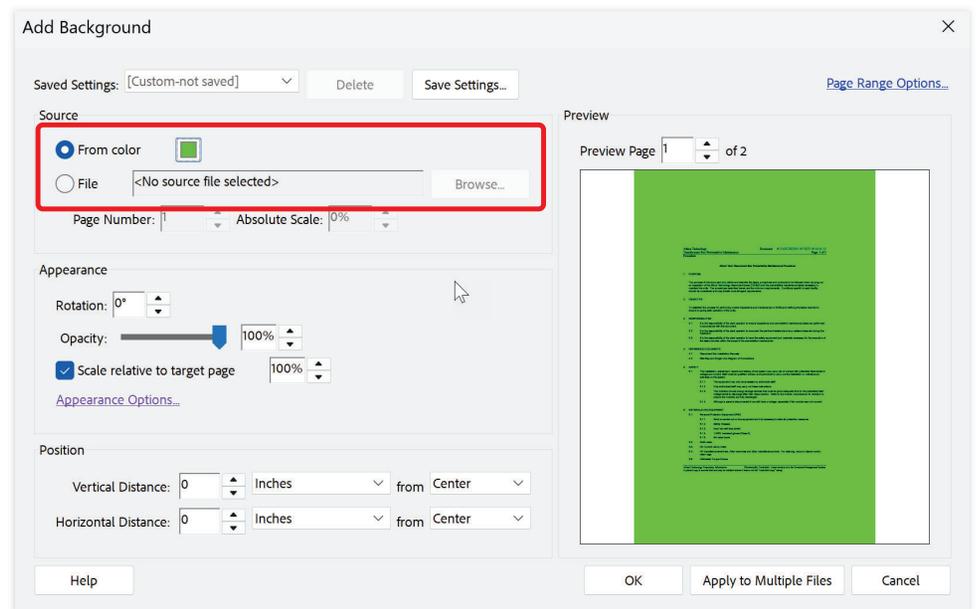
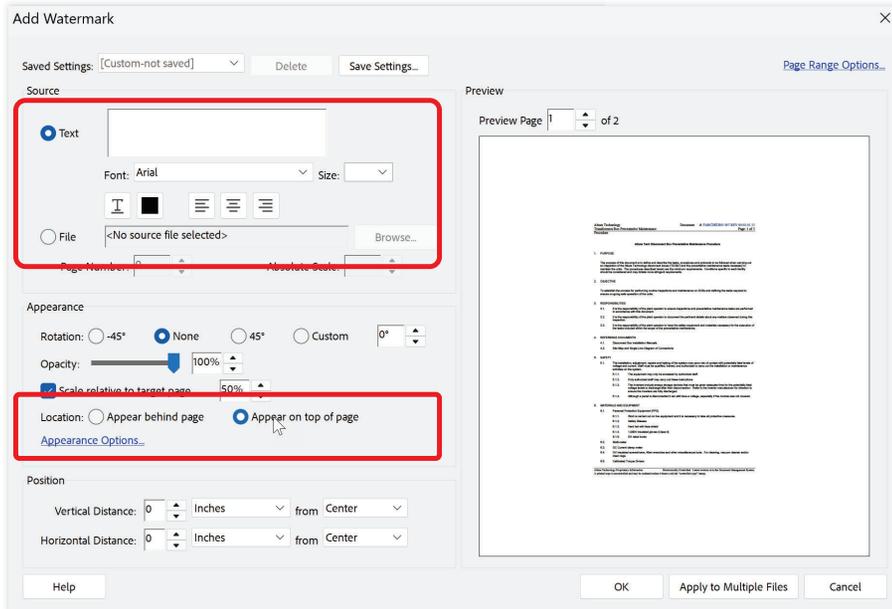
Automating with Acrobat.
See how professionals can automate machine tasks in Acrobat. Watch the steps to create automations from scratch, helping to save time in your workflow.
Tue, Jul 01 | 10:00 PM - 11:30 PM EDT [Register now](#)

The screenshot shows the Adobe Acrobat web interface. At the top, there is a browser window with the address bar showing '6.11_WBR_PPT.pdf' and a '+ Create' button. Below the browser window, the Adobe Acrobat toolbar is visible, with 'Edit' and 'Convert' buttons highlighted by a red box. The main content area features a large black banner with the text '10 tools' and the Adobe Acrobat logo. Below the banner, there are four columns of tools:

- Build your PDFs**
 1. Create a PDF
 2. Combine Files
- Collaborate and share**
 6. Share
- Leverage generative AI**
 10. AI Assistant
- Work on your PDFs** (highlighted with a red box)
 3. Organize Pages
 4. Edit a PDF
 5. Export a PDF
- Prepare for distribution**
 7. Scan & OCR
 8. Compress a PDF
 9. Protect a PDF

At the bottom right, there is an illustration of a laptop displaying a PDF document with the Adobe Acrobat logo on it. The right sidebar contains various navigation and tool icons, including a page number '6' and a search icon.

Add Watermark / Add Background



Edit tab

Edit ⚙️ ×

MODIFY PAGE

 Organize pages

ADD CONTENT

 Text

 Image NEW

 Header and footer

 Watermark

 Link

 Bates numbering

 Button

 Video

 Sound

 3D media

 Attach file

 Background

 Article box

[Less](#)

Organize Pages

Organize pages ×

PAGES SELECTED

Enable multi page selection

PAGE OPTIONS

 Insert

 Replace

 Split

 Bates numbering

 Set page boxes

 Page transitions

 Page templates

 Print pages

 Page labels

 Page properties

Organize pages

PAGES SELECTED

PAGE OPTIONS

- Enable multi page selection
- Insert
- Replace
- Split
- Bates numbering
- Set page boxes**
- Page transitions
- Page templates
- Print pages
- Page labels
- Page properties

Crop

Set Page Boxes

Page Boxes

Show All Boxes

Units: Inches

Margin Controls

Apply to: CropBox

Top: 0 in

Bottom: 0 in

Left: 0 in

Right: 0 in

Constrain Proportions

Remove White Margins

Set To Zero Revert To Selection

Cropped page size: 11.000 x 17.000 in

Change Page Size

Fixed Sizes Page Sizes: None

Custom Width: 0 in Height: 0 in

Center XOffset: 0 in YOffset: 0 in

Page Range

All

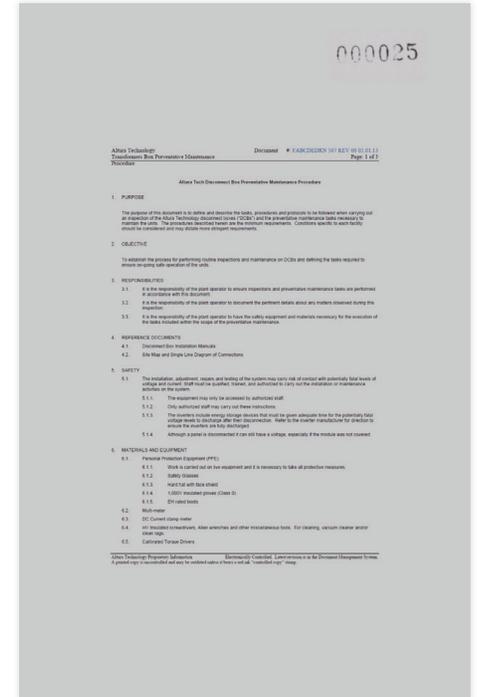
From: 1

To: 1 of 2

Apply to: Even and Odd Pages

OK Cancel

Bates numbering — the old way...



Organize pages

PAGES SELECTED
9

Enable multi page selection

PAGE OPTIONS

- Undo
- Redo
- Delete
- Copy
- Insert
- Replace
- Split
- Bates numbering

- Set page boxes
- Page transitions
- Page templates
- Print pages
- Page labels
- Page properties



1



2



3



4



5



6



7

Close



8



9



10



11



12



13



14

Convert tab/Export a PDF tool



Convert [Close]

EXPORT PDF TO

- Microsoft Word DOCX
- Microsoft PowerPoint PPTX
- Microsoft Excel XLSX
- Image format JPEG
- Other format RTF

Recognized text language
English US [Settings] [Help]

Convert to DOCX

OTHER OPTIONS

- Convert to PDF
- Compress a PDF
- Scan & OCR

Save As DOCX Settings [Close]

Layout Settings

- Retain Flowing Text
- Retain Page Layout

Comments Settings

- Include Comments

Image Settings

- Include Images

Text Recognition Settings

- Recognize text if needed [Set Language]

OK Restore Defaults Cancel

Convert [Close]

EXPORT PDF TO

- Microsoft Word DOCX
- Microsoft PowerPoint PPTX
- Microsoft Excel XLSX
- Image format JPEG
- Other format RTF

Recognized text language
English US [Settings] [Help]

Convert to XLSX

OTHER OPTIONS

- Convert to PDF
- Compress a PDF
- Scan & OCR

Save As XLSX Settings [Close]

Excel Workbook Settings

- Create single Worksheet for the Document
- Create Worksheet for each Table
- Create Worksheet for each Page

Numeric Settings

- Detect decimal and thousands separators using regional settings
- Treat the following as decimal and thousands separators

Decimal Symbol [Dropdown]

Thousands Separator [Dropdown]

Text Recognition Settings

- Recognize text if needed [Set Language]

OK Restore Defaults Cancel

Summary

01

Understanding the **Edit tab**

02

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Helpful resources

[10 Tools to Get Started with Adobe Acrobat \[Skill Builder\]](#)

[Adobe Acrobat Learn & Support](#)

[Adobe Acrobat Plans & Pricing](#)

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Made by AI Assistant

Session summary

This webinar focuses on enhancing Acrobat skills by exploring the Edit and Convert tabs in depth. Attendees learn how to edit text and images, organize pages, add content like links and watermarks, and convert PDFs to various formats, including Word, Excel, PowerPoint, and images. The session also highlights how these tools are accessible across multiple platforms, including desktop, mobile, and web, and integrates seamlessly with tools like Microsoft Teams and Google Workspace.

Key takeaways

- The Edit tab allows users to modify text, images, and pages, add new content, and format elements with precision.
- The Organize Pages tool simplifies tasks like deleting, extracting, replacing, and splitting pages, as well as managing Bates numbering and page transitions.
- The Convert tab enables exporting PDFs to Word, Excel, PowerPoint, images, and other formats with customizable settings.
- Acrobat tools are accessible across desktop, mobile, and web platforms, and integrate with popular tools like Microsoft Teams and Google Workspace.
- Time-saving tips include duplicating pages, applying headers and footers to multiple documents, and using buttons to replicate links across all pages.

Step-by-step demo tutorials

Demo 1: Editing text, images, and pages

1. Open the Edit tab.
2. Select text to edit and make changes directly.
3. Use Format Text options to adjust font, size, color, style, alignment, line spacing, paragraph spacing, scaling, and character spacing.
4. Select text and convert it to a bullet or numbered list.
5. Revert changes by selecting Revert from the menu.
6. Select an image to access Adjust Objects tools, then flip, rotate, crop, or replace the image.
7. Select shapes to adjust alignment or arrange layers.
8. Use Rotate Page or Crop Pages tools to modify page orientation or crop areas.
9. Apply crop settings to specific pages, all pages, or a range of pages.
10. Change page size using the Crop Tool and fixed sizes, then adjust offsets as needed.

Demo 2: Adding content

1. Select Add Text to insert new text blocks or edit existing ones.
2. Drag the mouse to place the text block and format it using Format Text options.
3. Select Image to add an image, then modify it using Adjust Objects tools.
4. Add, update, or remove the header or footer. Preview header/footer changes and adjust appearance options, including page number and date formats.
5. Save header/footer settings for reuse and apply them to multiple documents.
6. Add a watermark or background by selecting the respective tool, then customize text, images, alignment, opacity, and placement.
7. Use the Link tool to create hyperlinks by dragging a rectangle around the desired area and setting the URL or page action.
8. Replace links with buttons to duplicate actions across all pages.
9. Use Create Web Page to convert a URL into a PDF, capturing multiple levels if needed.

Demo 3: Organizing pages

1. Open Organize Pages from the Edit tab or Tools menu.
2. Select pages to delete and click Delete.
3. Extract specific pages by selecting them and clicking Extract to create a new file.
4. Insert pages from various sources, including Word files, by selecting Insert and converting them.
5. Drag and drop pages to rearrange them.
6. Replace pages by selecting the pages to replace and pointing to the new pages.
7. Split a PDF by selecting Split and choosing options like number of pages, file size, or top-level bookmarks.
8. Set output options for split files, including target folder, naming structure, and overwrite settings.
9. Add Bates numbering by selecting the tool, choosing a numbering scheme, and applying it.
10. Apply page transitions by selecting Page Transitions, choosing an effect, and enabling full-screen mode.

Demo 4: Converting PDFs

1. Open the Convert tab.
2. Select the desired format (Word, Excel, PowerPoint, image, etc.).
3. Adjust settings specific to the format, such as flow text or page layout for Word, or worksheet options for Excel.
4. Export the PDF and review the converted file for accuracy.
5. Export specific sections by highlighting the content, right-clicking, and selecting Export Selection as.

Demo 5: Using Acrobat tools across platforms

1. Enable the Acrobat extension in Google Chrome or Microsoft Edge.
2. Log in to access Edit and Convert tools directly in the browser.
3. Add the Acrobat add-in to Microsoft Teams to access tools within the app.
4. Open a PDF in Google Drive and log in to access Edit and Convert tools.
5. Use the Acrobat mobile app to edit text, add images, crop pages, and organize pages on a tablet or phone.

Frequently Asked Questions

When I convert a PDF to Word in a language other than English, the formatting gets distorted. Can I get help with this?

You need to set the document language. You can find this under Document Properties > Advanced tab. If it's scanned text, set the language in your Preferences under the 'Convert from PDF' category.

When you increase the text size, what happens to the text that no longer fits on the page?

When you edit text, the text in the paragraph reflows within its text box to accommodate the changes. Each text box is independent, so inserting text in one text block doesn't push down an adjacent text box or reflow to the next page.

What happened to the other editing tools in the earlier version that markup/show what edits you make?

It sounds like you're referring to the comment tools. You can find these found under the Add Comments tool (in the new Acrobat).

How do you create or edit the border lines around a field that has a text box in a form?

You'll need to change the field border properties or edit the underlying form.

Can you show us how to change the header and footer to multiple documents?

You can find this option (Add to Multiple files) in the Add header/footer dialog.

On the page numbering example, can you skip the numbering footer on the cover page?

Yes, you can set the page range that you want the footer to be applied to.

How can I add Table of Content to a PDF without having to change it to Word and back to PDF?

You can't. You have to add that to the source document.

Is there any way I can move the vertical, thin tool bar so that it appears horizontally at the top of the page?

Not currently.

Can I download multiple pictures, into one combined file from email?

Yes, you can use the Combine files tool to combine multiple image files (like JPEG or PNG).

Is there a way to track changes when editing a document?

Not specifically when you're editing but you can use the Compare files tool (in Acrobat Pro) to compare two different version of a file and see exactly what has changed between the files and where the changes were made.

What determines whether text is converted into an image or stays editable when using Adobe? Often, when I convert a Word document to PDF, Adobe Acrobat turns the text into an image instead of keeping it editable?

Usually this is dependent on how you convert the information to PDF. For example, if you convert a Word file to PDF the text would be searchable text in the resulting PDF unless the Word file was a scanned image.

is it possible to extract all pages in an entire file at once?

Yes, you can use Organize pages to do this. Just select the pages and choose Extract pages. You'll then be prompted to Extract Pages as separate files.

Can Adobe be used as a printer to queue PDFs and then merge them together into 1 PDF?

You could use Guided Actions to merge multiple files or Combine files allows you to combine multiple files in a folder.

How do I split a file into individual documents and name each one separately?

I would use Guided Actions (in Pro) to do this. You can set a prompt to Save (where you can rename the file) to do this.

Can you make changes to the original Excel document that will appear in the pdf after the prepare form has already been finished?

If you make changes to the original Excel, you can you Replace pages to keep all the form fields.

Where do I go to create a fillable form from a Word document?

You'd create a PDF first then use the Prepare Form tools.

Thank you

Adobe Acrobat