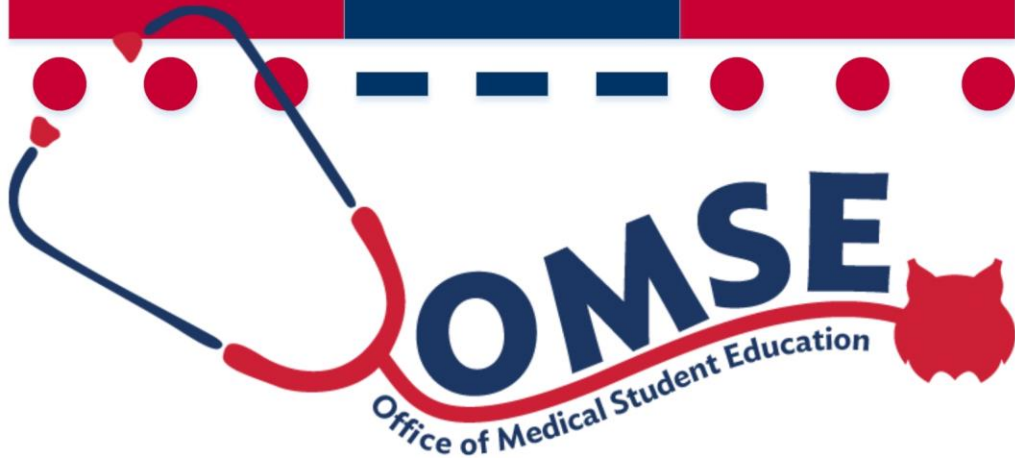


SOS Guide to Acrobat DC

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Support for Office Staff
Professional Development Network

A How-to Guide for UA
College of Medicine Staff



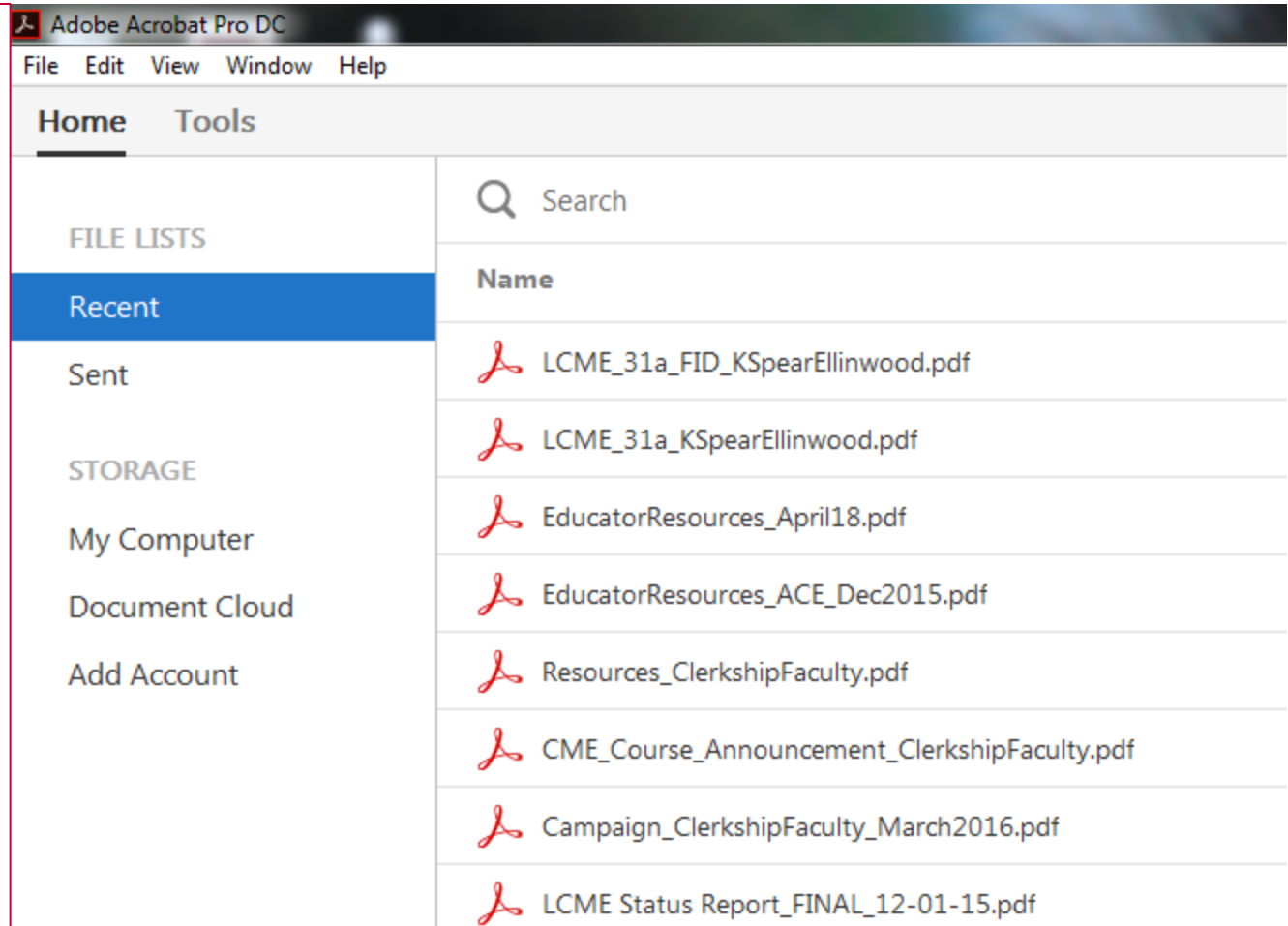
- Adobe DC is the new PRO version of Adobe Acrobat software.
- The UA has a site license for this software.
- Contact the Help Desk for assistance in downloading the new product to your desktop.

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Karen C. Spear Ellinwood, PhD, JD, EdS
Director, Faculty Instructional Development
SOS Program (Support for Office Staff)

Acrobat DC – HOME Tab

- When you open Acrobat DC, the first view is of the **HOME** screen, which shows the most recent files you've opened.
- The HOME screen displays a list of files, without indicating where they are located on your computer.
- Note the HOME menu includes SENT files (if you've used Acrobat to email files) as well as a link to your file folder system (My Computer) and Adobe's "Document Cloud" (which requires an account).
- If you have an Adobe account, you can add it to the application by clicking "Add Account".



Note about DC

DC has a reader only version (Acrobat DC Reader) and this pro version, which has the same features as Acrobat XI. The features are arranged and accessed differently. This guide will provide information about how DC is set up as well as how to use its features

Home Tools

FILE LISTS

Recent

Sent

STORAGE

My Computer

Document Cloud

Add Account

Recent Locations



0-LCME_NewStandards

C:\Users\kse\Dropbox\0-LCME_NewStandards\



1_LCME

C:\Users\kse\Documents\1-ADMIN\1_LCME\



ED-Study_Shadow-Eval

C:\Users\kse\Dropbox\0-EducationResearch\ED-Study_Shadow-Eval\



Downloads

C:\Users\kse\Downloads\



Natan_Cramer

C:\Users\kse\Dropbox\1-RAE\1-RAE_Program_Copy\4-Pediatrics\Natan_Cramer\

Browse

- Click My Computer to view a list of folders recently accessed to open Adobe files.

What's in the Document Window?

The screenshot displays the Adobe Acrobat Pro DC interface. The title bar shows the file name 'LCME_31a_FID_KSpearEllinwood.pdf'. The menu bar includes 'File', 'Edit', 'View', 'Window', and 'Help'. The toolbar at the top contains various icons for document manipulation, with a green box highlighting the 'Home' and 'Tools' tabs and the main toolbar. On the left, the 'Attachments' panel lists several PDF files. The main document window shows the following content:

LCME Part II 2015-16
Question 31a. Prepared by Karen Spear Ellinwood, PhD, JD, EdS, Director, Instructional Development

31a. Check the types of formal faculty development programs aimed at improving teaching and assessment skills that are available for volunteer clinical faculty members¹ who participate in medical student teaching. (Select all that apply.)

- Programs offered by the parent university of the medical school
- Programs offered by the central medical school administration (e.g., Office of Medical Education)
- Programs offered by individual clinical departments
- Programs offered by state societies (medical society, specialty society)
- Programs offered by national specialty societies
- No formal faculty development programs are available

Participation in Faculty Instructional Development for clinical faculty is not required, however, the Director of Faculty Instructional Development in the Office of Medical Student Education offers opportunities for formal instructional development for all clinicians who teach medical students, including volunteer clinical faculty. The Affiliate Clinical Educator ([ACE](#)) Program specifically targets community-based preceptors.

The Director of Faculty Instructional Development created a CME course on feedback, which was sponsored by the UA Department of Medicine and is free to all College of Medicine faculty. This 3 credit course provides a model for reflective feedback conversations with examples and practice scenarios as well as final course examination.

Additional resources are available to all faculty, including volunteer clinical faculty, on the FID website. You may click the underlined text to view the resources online.

[The FID Series](#)

[Teaching Guides for Clinician Educators](#)

[Educational Framework](#)

Resources for all who teach medical students on a wide variety of topics including:

- [Developmental learning theory](#)

On the right side of the interface, there is a 'Search Tools...' search bar and a vertical menu of tools including 'Create PDF', 'Edit PDF', 'Export PDF', 'Comment', 'Organize Pages', 'Enhance Scans', 'Protect', 'Fill & Sign', 'Prepare Form', 'Send for Signature', and 'Send & Track'. At the bottom right, there is a section for 'Store and share files in the Document Cloud' with a 'Learn More' link.

- Once you open a file, it appears in the document window (center).
- Tool sets, e.g., Edit, Create, Export, appear in the right-hand column menu.
- What's new? The toolbar shows minimal tools – Save, send to Adobe Cloud, Email, Search document, page controls, cursors, magnification, views and minimal notation (sticky notes & the highlighting tool).

Acrobat DC – Tools Tab

The screenshot displays the Adobe Acrobat Pro DC interface with the Tools tab selected. The top menu bar includes File, Edit, View, Window, and Help. The Tools tab is highlighted with a green circle. Below the menu bar, there is a search bar labeled "search tools...". The main area is divided into three sections: "Create & Edit", "Review & Approve", and "Forms & Signatures". Each section contains several tool icons with labels and buttons to "Open" or "Add" the tool. The "Tools" tab is circled in green.

Adobe Acrobat Pro DC

File Edit View Window Help

Home **Tools**

search tools...

Create & Edit

- Create PDF (Open)
- Combine Files (Add)
- Organize Pages (Open)
- Edit PDF (Open)
- Export PDF (Open)
- Enhance Scans (Open)

Rich Media

- Rich Media (Add)

Review & Approve

- Comment (Open)
- Send for Comments (Add)
- Stamp (Add)
- Send & Track (Open)
- Compare Documents (Add)
- Measure (Add)

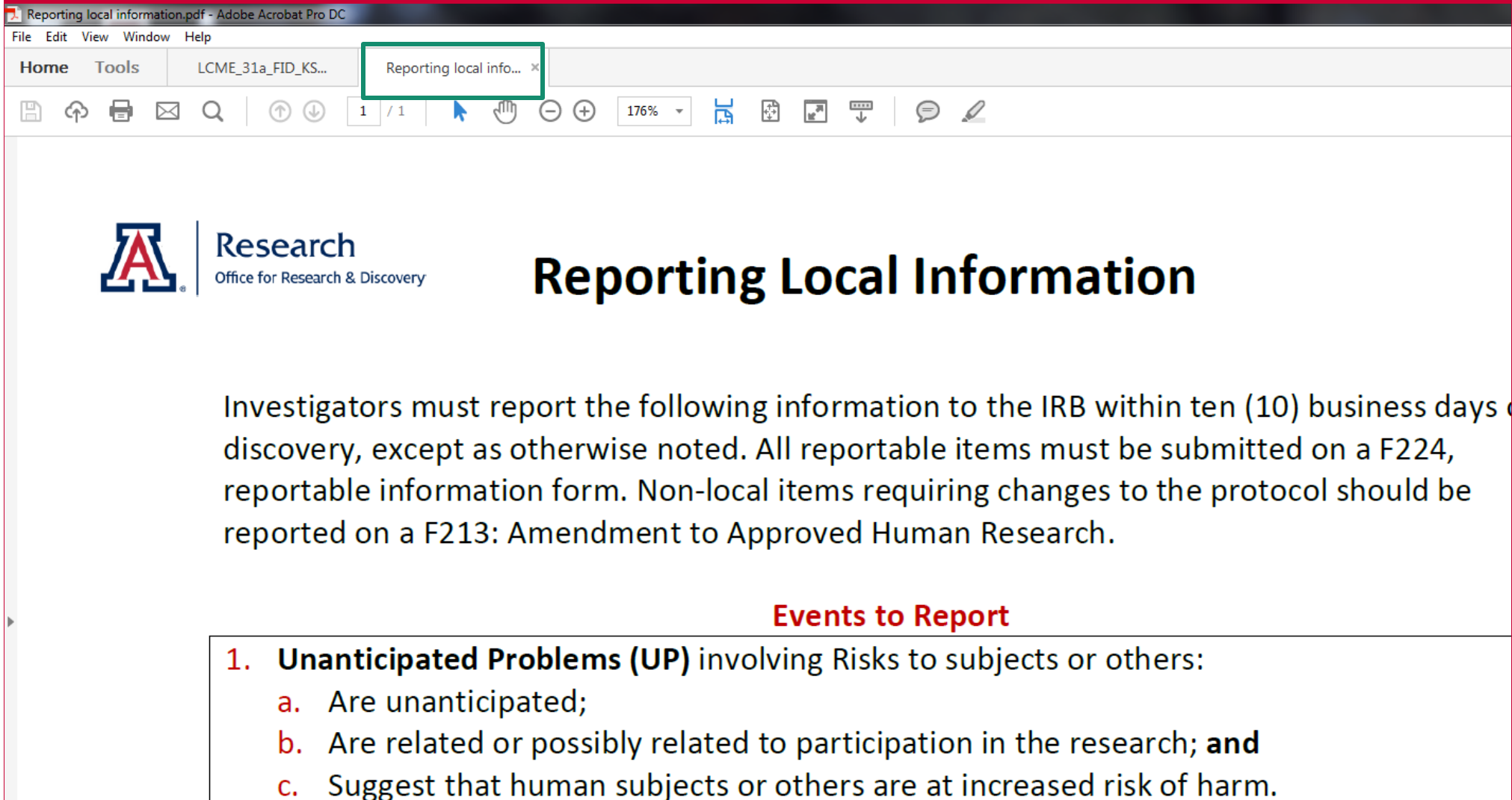
Forms & Signatures

- Fill & Sign (Open)
- Prepare Form (Open)
- Send for Signature (Open)
- Certificates (Add)

Note about TOOLS

To the right of the HOME tab is the TOOLS tab. Click it to view ALL of the tool sets by CATEGORY in the center window.

What's in the Application Window?




Reporting local information.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools LCME_31a_FID_KS... Reporting local info... x

1 / 1 176%

 **Research**
Office for Research & Discovery

Reporting Local Information

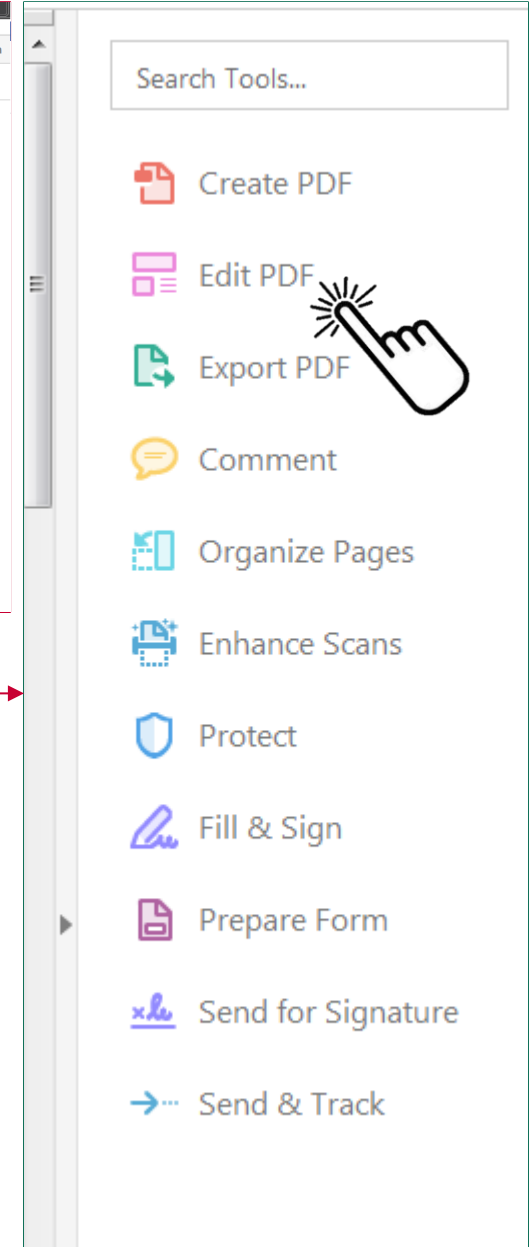
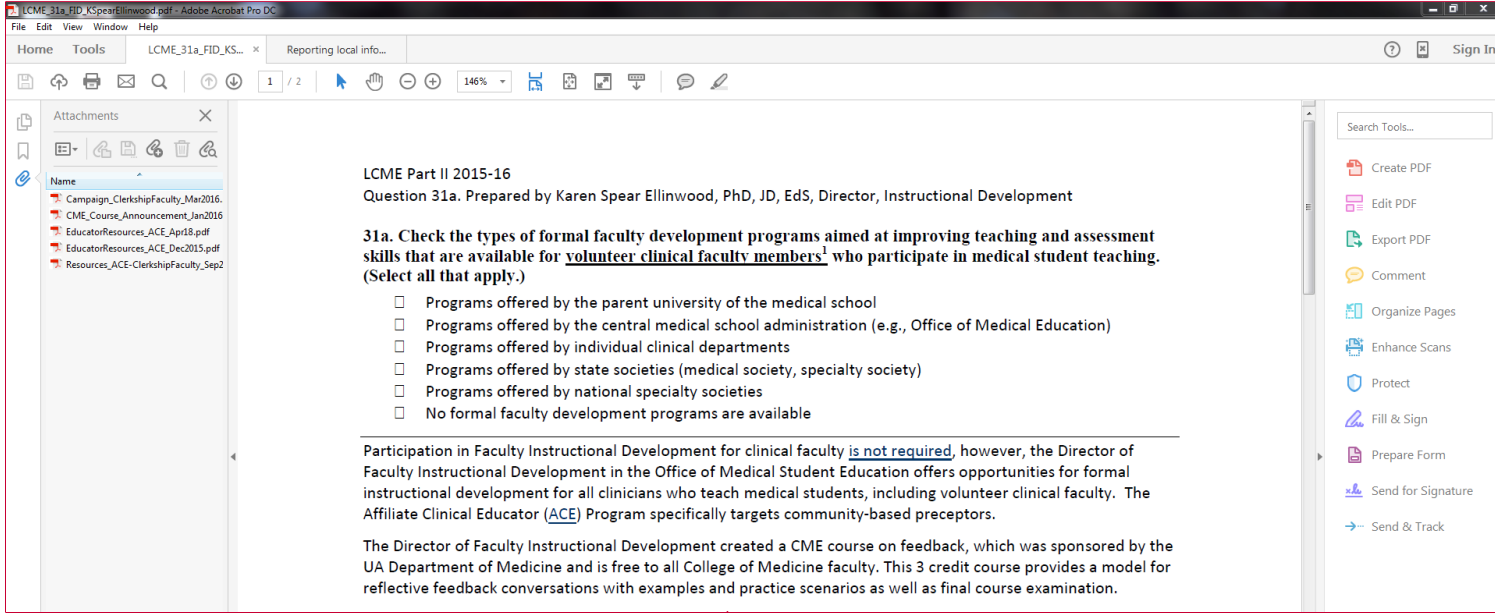
Investigators must report the following information to the IRB within ten (10) business days of discovery, except as otherwise noted. All reportable items must be submitted on a F224, reportable information form. Non-local items requiring changes to the protocol should be reported on a F213: Amendment to Approved Human Research.

Events to Report

- 1. Unanticipated Problems (UP) involving Risks to subjects or others:**
 - a. Are unanticipated;
 - b. Are related or possibly related to participation in the research; **and**
 - c. Suggest that human subjects or others are at increased risk of harm.

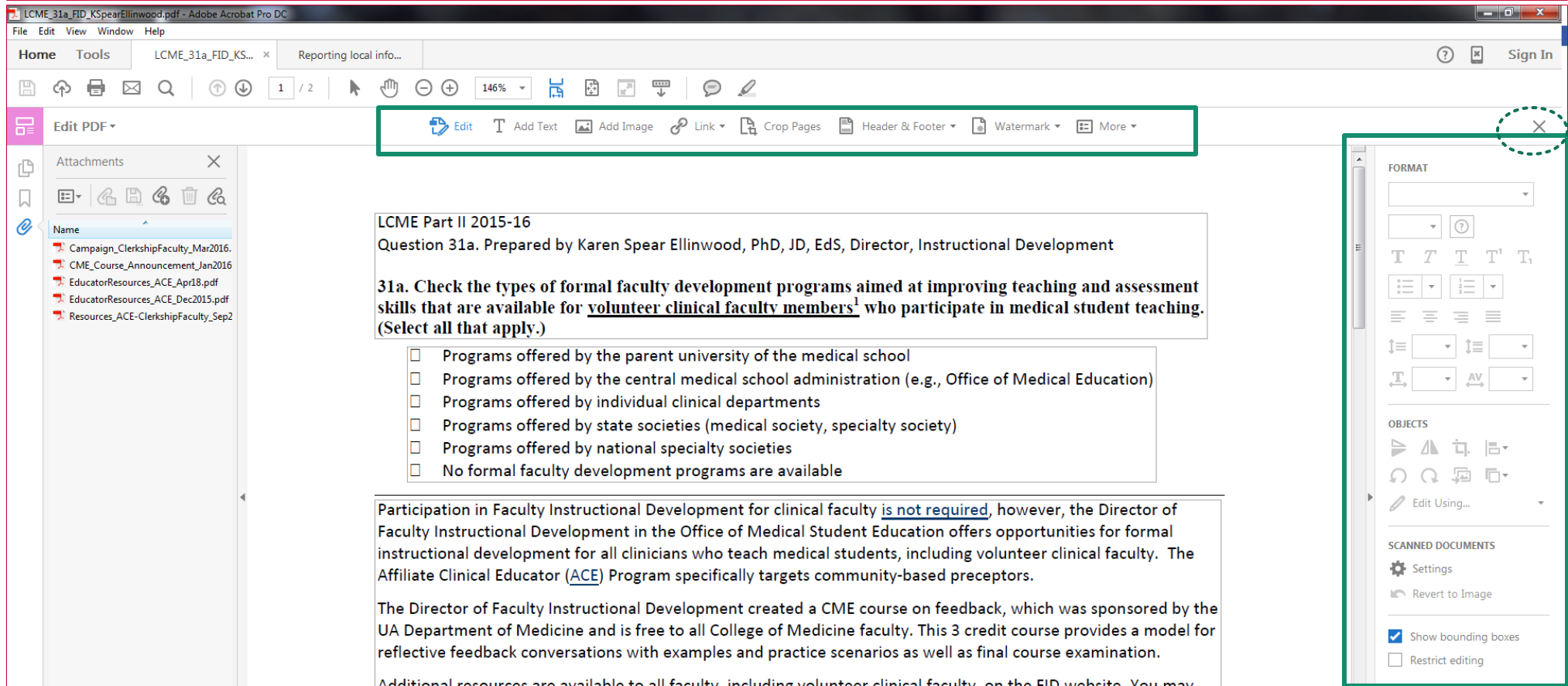
- If you open another file, it appears as a tab in the horizontal menu above the document window (center).
- The most recently opened document appears in the document window.
- To access the other open documents, click the tab with the document name.
- This allows you to toggle between documents easily, to copy and paste content, if necessary, or to view related documents side by side.

What's new with Tool Sets?



- Unlike Adobe Pro versions, Tool Sets appear as categories of tools in the right-hand menu alongside the open document.
- To access a tool set, e.g., editing tools, click on the tool set in the right-hand menu.
- Click **Edit PDF** to access editing tools that enable you to modify or delete text, change font and/or font color and size, the orientation of objects on the page, create bulleted or numbered lists or change spacing.

What's new with Tool Sets?



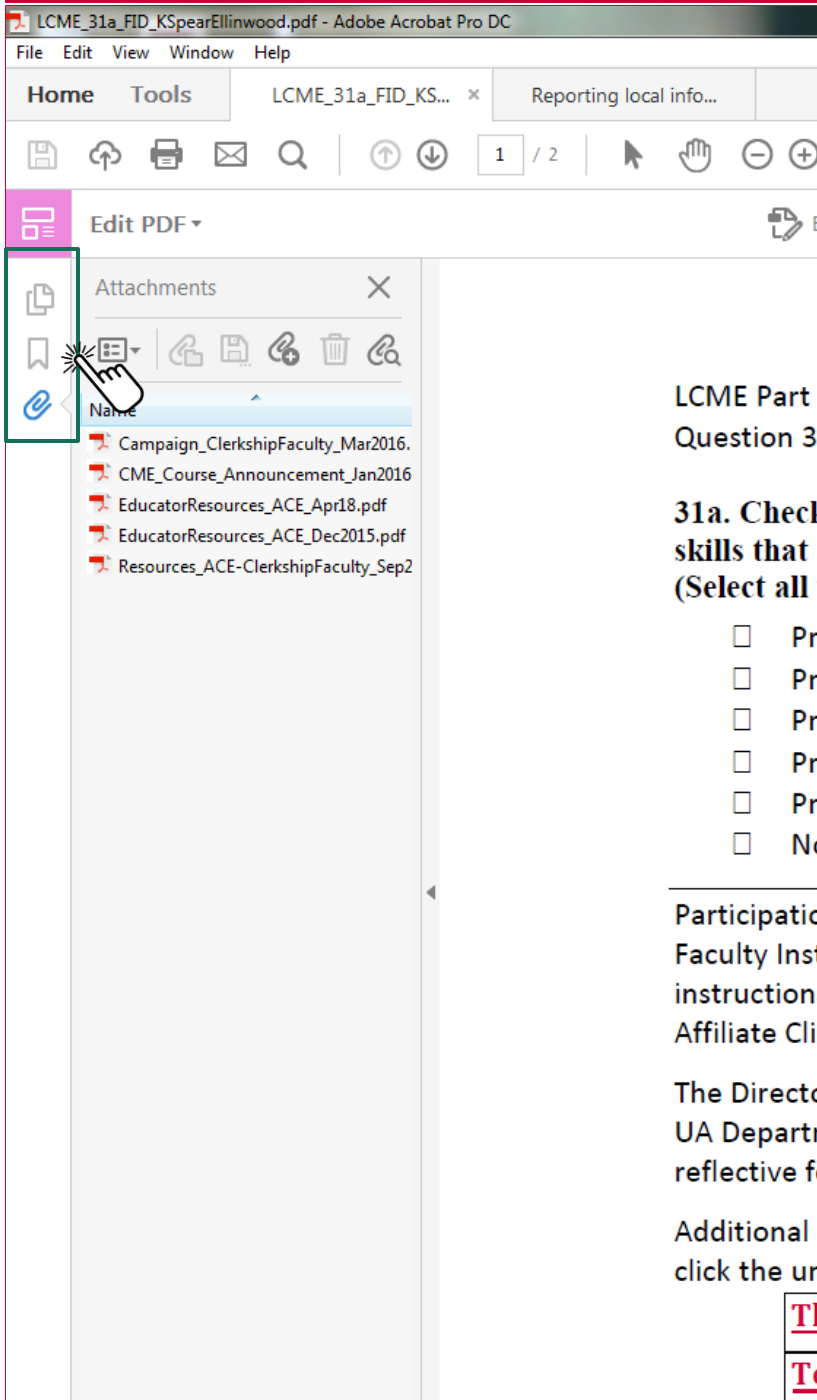
- When you click on the tool set icon, the tools in that category will appear as categories along a horizontal menu above the document window, just below the standard toolbar.
- By default, whenever you open a tool set, the first tool set category at far left on the horizontal menu will reveal its related editing tools in the right-hand menu.
- For example, the Edit PDF tool set displays Edit, Add Text, Add Image, Link, Crop Pages, Header & Footer, Watermark and More in the HORIZONTAL menu, above.
- Related editing tools for each of these Edit PDF features will appear in the right-hand menu column when you click on the category on the horizontal menu.
- To close a toolbar and return to the full tool sets menu, click the X on the far right of the open toolbar.

What's new with Tool Sets?

The screenshot displays the Adobe Acrobat Pro DC interface. The top toolbar shows the 'Header & Footer' icon highlighted with a hand cursor. The 'Add Header and Footer' dialog box is open, showing settings for font (Arial, size 8) and margins (Top: 0.5, Bottom: 0.5, Left: 1, Right: 1). The dialog also includes fields for Left, Center, and Right header and footer text, and buttons for 'Insert Page Number' and 'Insert Date'. A preview window at the bottom shows the document page with the header and footer text applied. The background PDF document text includes: 'LCME Part II 2015-16 Question 31a. Prepare 31a. Check the types of skills that are available (Select all that apply.)', a list of checkboxes for 'Programs offered', and 'No formal faculty development programs', and a paragraph about 'Participation in Faculty Instructional Development Programs'.

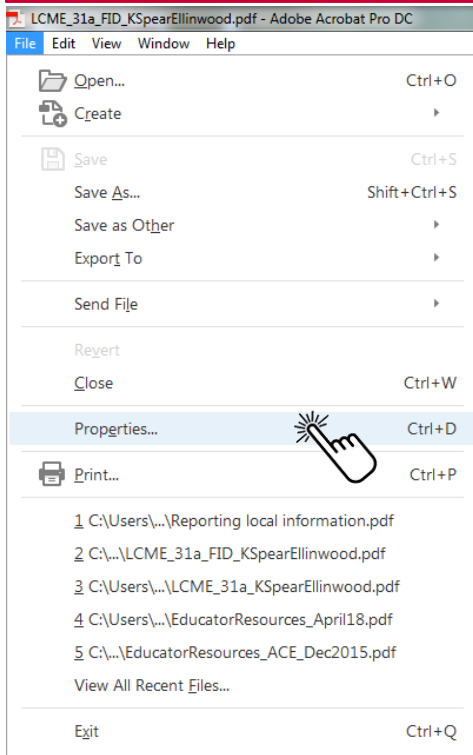
- To access a new tool set within that category, e.g., Edit PDF, simply click the icon on the horizontal menu.
- Some tools will open a new window in the document to access the tool set, while others will reveal the tools in the right-hand column menu.

What's on the left-hand menu?



- The left-hand column menu has 3 views: 1) Pages; 2) Bookmarks; and 3) Attachments.
- In the example, left, the document was set to open to the document appearing in the center document window with the Attachments Menu appearing in the left-hand column.
- You can change the view by clicking on the other icons: Pages and Bo

What's on the left-hand menu?



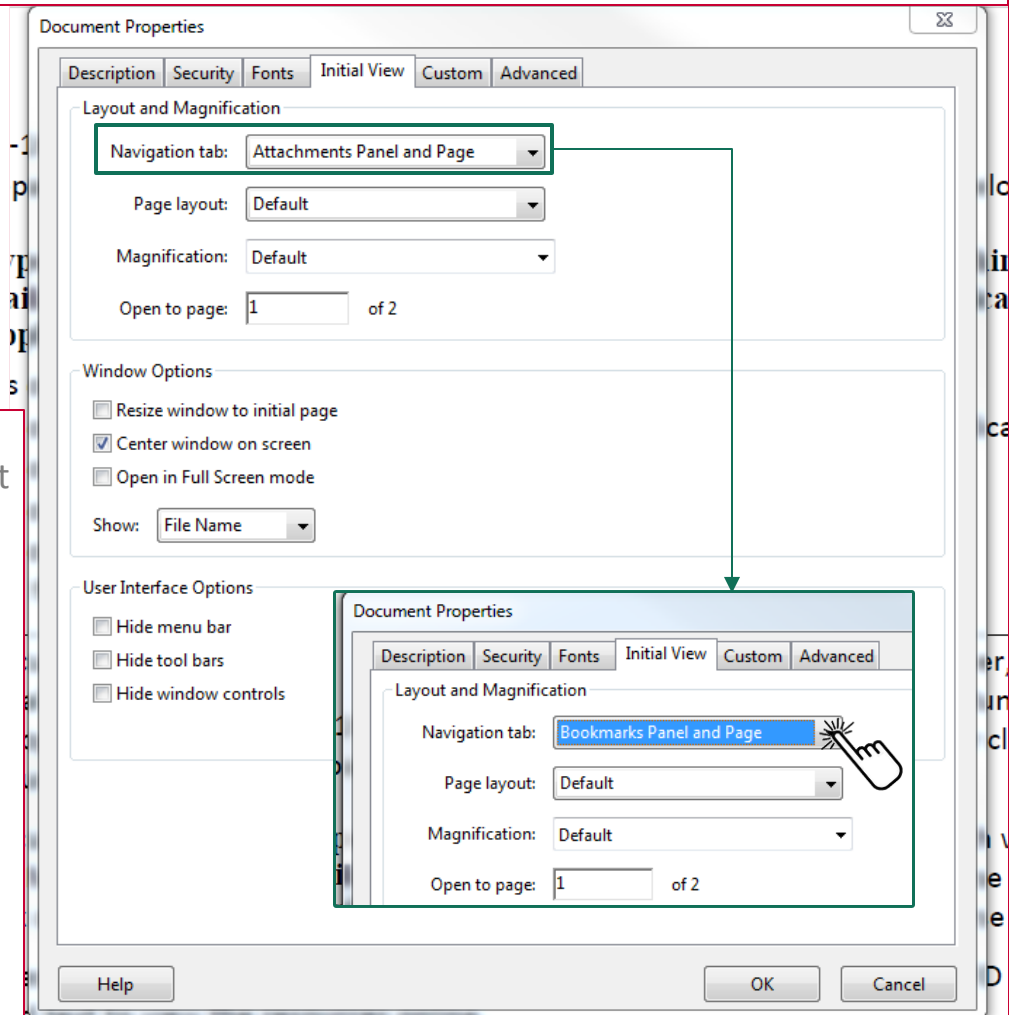
1

- You can re-set the view to open by default when the document is opened by anyone, not only when it's opened on your computer or by you.
- To change open settings, go to FILE\Properties.

2

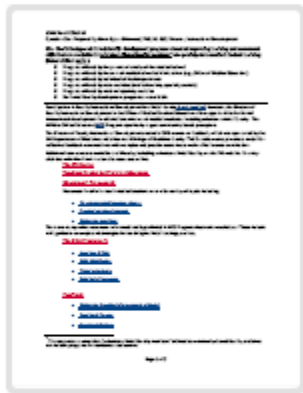
You can re-set the view to open by default when the document is opened by anyone, not only when it's opened on your computer or by you.

- To change open settings, go to FILE\Properties.
- Then, set the file to open by choosing options in the pop-up window (below).
- If you prefer the document to open to the Bookmarks panel, choose that option, then click OK.
- If you want to HIDE the menu bar or tools or choose Full Screen, click those options, and click OK.
- SAVE your document. The next time the document is opened, it will open with the new settings you selected.



More Features and Tool Sets

Export your PDF to any format



LCME_31a_FID_KSpear....pdf

Microsoft Word

Spreadsheet

Microsoft PowerPoint

Image

HTML Web Page

More Formats

Word Document

Word 97-2003 Document

Search Tools...

Create PDF

Edit PDF

Export PDF

Comment

Organize Pages

Enhance Scans

Protect

Fill & Sign

Prepare Form


Send for Signature

Send & Track

- **Export PDF** opens a centered window that enables you to export the PDF as a Microsoft Word document, spreadsheet, image, etc.

More Features and Tool Sets

1



LCME Part II 2015-16
Question 31a. Prepared by Karen Spear Ellinwood, PhD, JD, EdS, Director, Instructional Development

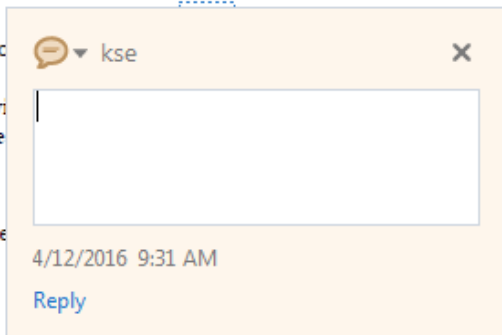
31a. Check the types of formal faculty development programs aimed at improving teaching and assessment skills that are available for volunteer clinical faculty members¹ who participate in medical student teaching. (Select all that apply.)

2








LCME Part II 2015-16
Question 31a. Prepared by Karen Spear Ellinwood, PhD, JD, EdS, Director, Instructional Development

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- Programs offered by the parent university of the medical school
- Programs offered by the central medical school administration (e.g., Office of Medical Education)
- Programs offered by individual clinical departments
- Programs offered by state societies (medical society, specialty society)
- Programs offered by national specialty societies
- No formal faculty development programs are available



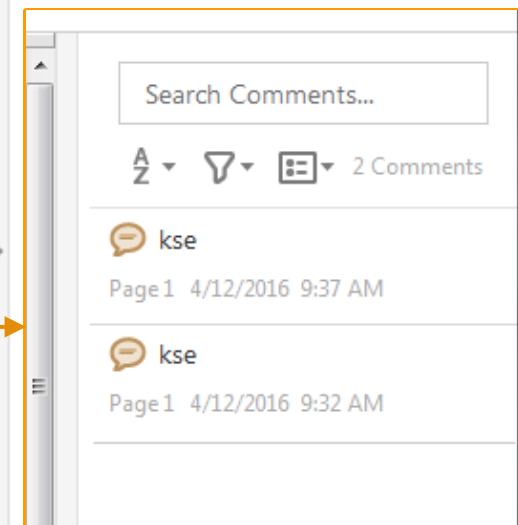
Search Tools...

-  Create PDF
-  Edit PDF
-  Export PDF
-  Comment 
-  Organize Pages
-  Enhance Scans

- **Comment** opens a centered window that enables you to export the PDF as a Microsoft Word document, spreadsheet, image, etc.
- As with other toolsets, some will appear in pop-up windows; others in the right-hand column; and some will transform your cursor into the tool itself.

1) **For example**, when you click the **Comment** icon (far right, horizontal toolbar, above), the cursor turns into the comment bubble icon, and the active tool is **highlighted** on the toolbar.

2) **Place the icon** where you want the comment to appear. A comment text box will open – begin typing! Thereafter, a list of comments will in the right-hand column.



More Features and Tool Sets

1 Organize Pages ▾


Odd Pages ▾ ↶ ↷ 🗑️ 📄 Extract 📄 Insert ▾ 📄 Replace ✂️ Split 🗄️ More ▾

1 2

2

1 2

Search Tools...




- Create PDF
- Edit PDF
- Export PDF
- Comment
- Organize Pages 
- Enhance Scans
- Protect
- Fill & Sign
- Prepare Form
- Send for Signature
- Send & Track

1) Organize Pages opens in the document window with a horizontal toolbar above it.

- It displays all of the pages in the document in order, with the page number order appearing at the bottom of each page displayed.
- You can re-order the pages by clicking on a page and moving it to where you would prefer it to be.
- If you want to move multiple pages, click the first page to highlight it, then hold the SHIFT key down while you click on the other pages you want to move.
- Drag the pages to the new location, and release the left mouse\ cursor control.

2) If you hover on a page, the ROTATE PAGE and DELETE PAGE controls will appear so you can change views page by page, if necessary.

More Features and Tool Sets

 Restrict Editing  Encrypt ▾  More Options ▾

LCME Part II 2015-16

Question 31a. Prepared by Karen Spear Ellinwood, PhD, JD, EdS, Director, Instructional Development

31a. Check the types of formal faculty development programs aimed at improving teaching and skills that are available for volunteer clinical faculty members¹ who participate in medical student

1) Protect opens in a horizontal toolbar above the document window.

- You can restrict whether and how others edit your document by clicking on Restrict Editing
- You can encrypt the document
- Or, select More Options, which opens up a dialog for options such as “Document Security”, “Security Properties” or “Create Security Envelope” for sending by email securely.

2) Hover over a feature to access choice of options; **Click on a feature/option** to use the tool.

Search Tools...

 Create PDF


 Edit PDF

 Export PDF

 Comment

 Organize Pages

 Enhance Scans

 Protect 

 Fill & Sign

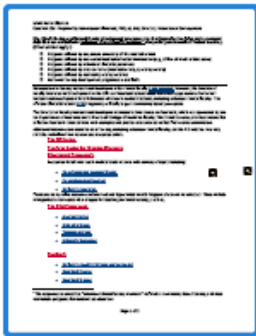
 Prepare Form

 Send for Signature

 Send & Track

More Features and Tool Sets

Select a file or scan a document to begin



LCME_31a_FID_KSp...

Select a file



Scan a document

This document requires signatures

Start

Form field auto detection is ON. [Change](#)

- **Prepare a Form** opens in the center window.
- To convert a document to a fillable form, just select the open document (displayed at left); OR
- Select another file on your computer; OR
- Scan a document.
- Click the START button.
- Note that Form field auto detection is ON by default. Unless you want to create form fields manually, leave this ON. If your form has underlines and boxes already, Adobe DC will detect these as the fillable parts of your form. You can delete any fields that were detected erroneously.

Search Tools...

Create PDF

Edit PDF

Export PDF

Comment

Organize Pages

Enhance Scans

Protect

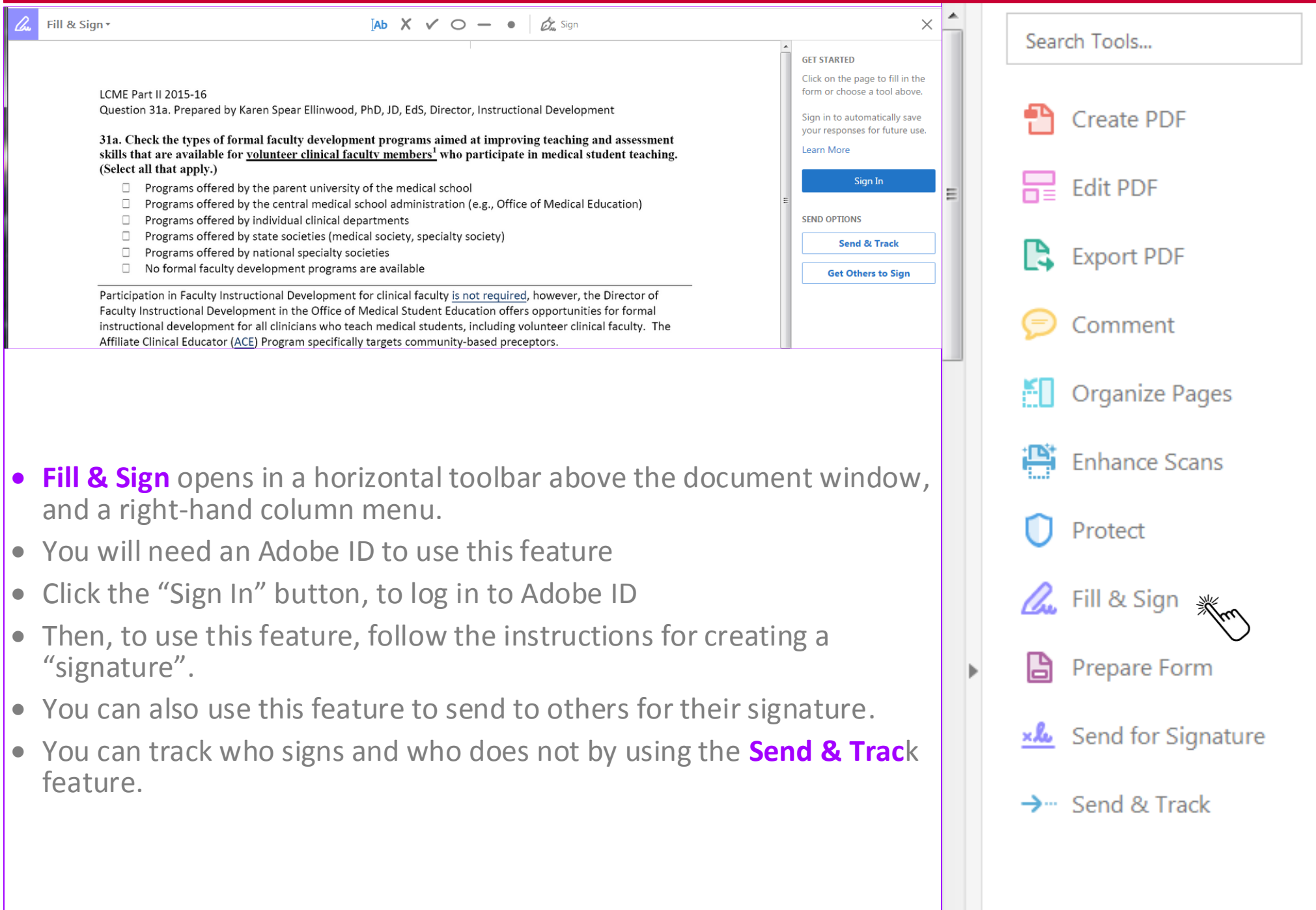
Fill & Sign

Prepare Form

Send for Signature

Send & Track

More Features and Tool Sets



The image shows a screenshot of the Adobe Fill & Sign toolbar and tool set. The toolbar is positioned at the top of the document window, and the tool set is located on the right side. The toolbar includes a search bar, a list of tools, and a 'Sign In' button. The tool set includes a search bar, a list of tools, and a 'Sign In' button. The document window shows a form with a question about formal faculty development programs.

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GET STARTED
Click on the page to fill in the form or choose a tool above.
Sign in to automatically save your responses for future use.
[Learn More](#)
Sign In

SEND OPTIONS
Send & Track
Get Others to Sign

Search Tools...

- Create PDF
- Edit PDF
- Export PDF
- Comment
- Organize Pages
- Enhance Scans
- Protect
- Fill & Sign
- Prepare Form
- Send for Signature
- Send & Track


- **Fill & Sign** opens in a horizontal toolbar above the document window, and a right-hand column menu.
- You will need an Adobe ID to use this feature
- Click the “Sign In” button, to log in to Adobe ID
- Then, to use this feature, follow the instructions for creating a “signature”.
- You can also use this feature to send to others for their signature.
- You can track who signs and who does not by using the **Send & Track** feature.

More Features and Tool Sets

Send for Signature

Send documents for signature in a few simple steps.

Selected Files + Add Files

 LCME_31a_FID_KSpearEllinwood.pdf ×

Prepare Form


Add fields before sending

or

Ready to Send

Upload and add recipients

Search Tools...

 Create PDF

 Edit PDF

 Export PDF

 Comment

 Organize Pages

 Enhance Scans

 Protect

 Fill & Sign

 Prepare Form

 Send for Signature 

 Send & Track

Fill & Sign

- You can also access the [Send for Signature](#) feature on the right-hand column menu
- Click [Send for Signature](#) & it opens a dialog in the center window
- Add files (if necessary). At this point, you may prepare the form as a fillable form or click Ready to Send.

More Features and Tool Sets

1

Selected Files

+ Add Files

LCME_31a_FID_KSpearEllinwood.pdf

2

Sign In

Your Adobe ID provides an easy way to access your membership, the Adobe Document Cloud and the Adobe.com community.

Sign In

Create Anonymous Link (with basic usage information)

Send Personalized Invitations (with detailed tracking)

Create Link Cancel

Search Tools...

- Create PDF
- Edit PDF
- Export PDF
- Comment
- Organize Pages
- Enhance Scans
- Protect
- Fill & Sign
- Prepare Form
- Send for Signature
- Send & Track

1) **Send & Track** opens a dialog in the center window.

- You will need to choose between creating an anonymous link that you can send in an email, OR
- Send Personalized Invitations, which are sent through Adobe and allow for detailed tracking, e.g., who clicks on the link, etc.

2) Click the “Create Link” button, to [log in to Adobe ID](#)

- You will need an Adobe ID to use this feature