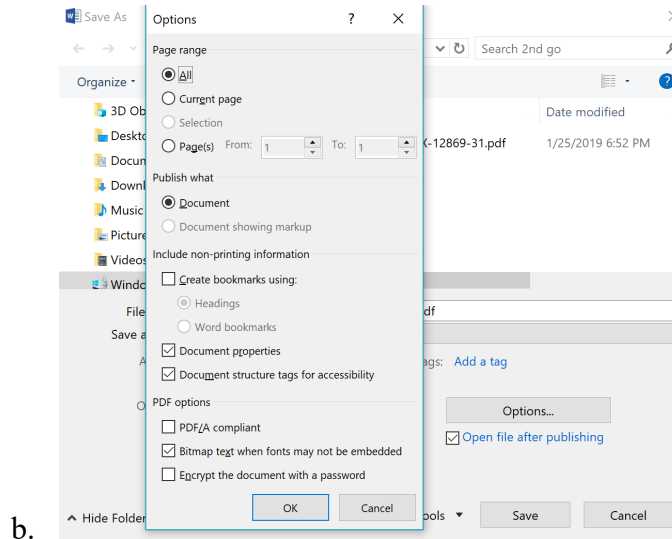


## LTA Acrobat - Day 1

### 1. Convert Word Document to PDF

- a. Save As to PDF works to pass. If bookmarks need to be maintained, you can still use Save As, but under the options button that pops up, you have to check the “Create Bookmarks using: Headings”



### 2. Convert Excel Workbook to PDF under a different name

- a. Save As PDF, name file.

### 3. OCR

- a. Open file in Acrobat
- b. Enhance Scans → Recognize Text → In This File → Recognize Text
- c. Then save

### 4. Extract Pages

- a. Extract from Pages Panel
  - i. Right click on page → extract pages → define range → click extract → save new PDF
- b. Extract from organize pages

i. Select pages to extract → click extract pages in menu → save new PDF

## 5. Highlight Text

- a. Highlighter button (main view) → highlight text
- b. Comment view → highlighter button → highlight text
- c. Select text with mouse → right click → highlight text

## 6. Redact Text

- a. Redact View → Mark for Reduction → Pick type (text & image) → Click Ok →  
Highlight areas to be redacted → apply

## 7. Combine Files

- a. File → Create → Combine Files into single pdf → add files → select files →  
Combine → Save
- b. Open all the files → Create files view → multiple files → next → add open  
files/add files → combine

## DAY 2

### 8. Footer/Page Number

- a. Edit PDF view → Header/Footer → Type Footer in appropriate area → Click okay
- b. Numbers for Different page lengths

### 9. Create a Bookmark

- a. Scroll to page → Right click → Add bookmark
- b. Scroll to page → Bookmarks panel → add bookmark button

### 10. Create Internal Link

- a. Highlight text → right click → create link → invisible rectangle → next → scroll to destination or use bookmarks to navigate to destination → set link

### 11. Remove Links & Hidden Info, but keep bookmarks

- a. Protect view → Remove Hidden information (on menu) → uncheck bookmarks → Remove → Save

### 12. Password Protect

- a. Protect view → Encrypt → Encrypt with Password → click Yes on “Are you sure” pop up → Check “Requires Password to open document” → type in password → Click okay → type in password to confirm Click okay → click okay again → save
  - i. This will change the file name at top of window so it says “File Name – Secure)

### 13. Bates Numbering/Stamping

- a. Open PDF → enhance scans → bates numbering → add

- b. Choose font and color → Choose location → Insert → 4-6 numbers (industry standard?) → Prefix as identifier
- c. For documents that have text or important information all the way to the edge of the page.
  - i. Open PDF → enhance scans → bates numbering → add → Appearance Options → Shrink document to avoid over writing.