ADOBE ACROBAT PRO DC

BY: TECHNOLOGY SERVICES & SUPPORT
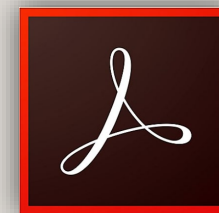
FRIDAY, OCTOBER 8TH

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INTRODUCTION

- Robert Nunez – Enterprise Resource Analyst for the Department of IT

- Jose "Rei-Rei" Leal– Technology Specialist

Training Topics

- Section I – Adobe Acrobat Pro DC *(Overview)*

- Section II – Creating Fillable PDF's *(Demo)*

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SECTION I: ADOBE SOFTWARE OVERVIEW

- What is Adobe Acrobat Pro DC?

- How to create an account? How to sign-in?

- Availability on District Computers?

- How can one obtain it for personal use?

- How to set up and use an electronic/digital signature?

- Fillable PDF'S Web vs Adobe

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WHAT IS ADOBE ACROBAT PRO DC?

"Adobe Acrobat is the most common portable document application used on the web. Adobe Acrobat is a family of application software and web services developed by Adobe systems to view, create, control, print, and manage files in portable document format (PDF)."

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HOW TO CREATE AN ACCOUNT?
HOW TO SIGN-IN?

- To open Adobe Acrobat, you will need an account to login. If you don't have an account, you will need to create one. It's highly suggested you use your school (@solano.edu) email address for when you sign up for an account.

- From your computer, select the start menu, and locate Adobe Acrobat Pro and Open. You can also type in the search bar next to the start menu "Adobe Acrobat." Then click "Open" to continue.

- Once you have opened Adobe, you may be prompted to sign in. If this is your first time signing in, you will need to use the credentials you setup for your Adobe account.
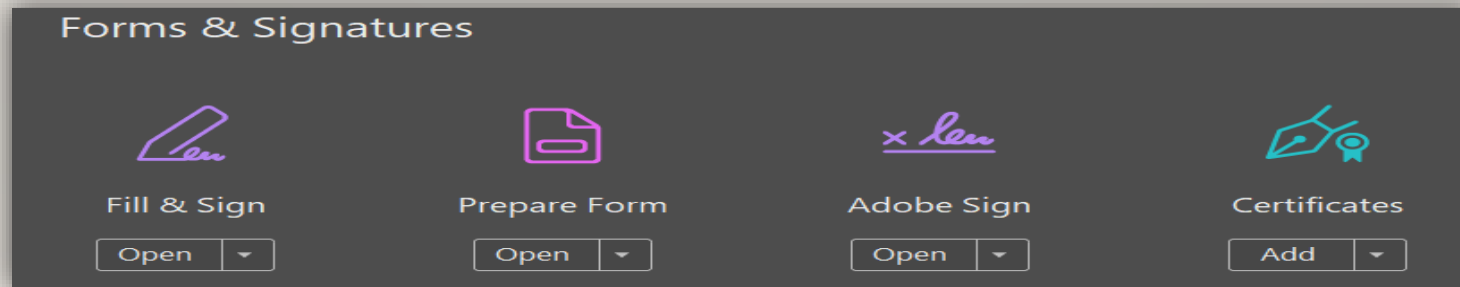
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AVAILABILITY ON DISTRICT COMPUTERS? & WHERE CAN I PURCHASE IT?

- As a standard, all SCC-assigned computers and SCC check-out laptops will have Adobe Acrobat Pro DC installed to the computer.

- **Don't use a district assigned computer?** Adobe Acrobat Pro DC is available for purchase at a highly discounted rate through the Foundation for California Community Colleges, CollegeBuys. For more information regarding pricing, please visit https://foundationccc.org/CollegeBuys

HOW TO SET UP AND USE ELECTRONIC/DIGITAL SIGNATURE?

- There are different types of signatures in Adobe Acrobat Pro DC. Such as typing, drawing, or using a high quality image. These types of signatures are also referred to as an Electronic or Digital Signature.

- Electronic Signature – Just an image of your signature nothing else.

- Digital Signature – Is an encrypted file that has a unique code that is difficult to duplicate.

FILLABLE PDF'S WEB VS. ADOBE

- Please note, you **do not** want to fill out a pdf in the web browser format. Instead, you want to insure the pdf opens with Adobe Acrobat Pro DC.

- By filling the pdf in Adobe Acrobat, you will have all the available tools that will allow you to create, edit, format, sign, print and share amongst your colleagues.

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SECTION II: CREATING FILLABLE PDFS

- How-To edit, create, preview, print, share, and sign a pdf.

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HELPFUL RESOURCES

- Technology Services & Support Web Page
http://www.solano.edu/technology/

- How to Export to create a PDF
https://youtu.be/L-YX7s50FDE

- Acrobat DC Tutorials
https://helpx.adobe.com/in/acrobat/tutorials.html

- Getting Started with Acrobat DC
https://helpx.adobe.com/acrobat/how-to/get-started-acrobat-dc.html

- Where can I purchase Adobe Acrobat PRO and install the program to my personal computer?
https://foundationccc.org/CollegeBuys

WHO TO CONTACT FOR QUESTIONS ON ADOBE?

- E-mail: Helpdesk@Solano.edu
- Phone Number: (707)-864-7000,4690
- Fax Number: (707)-646-2050
- Location: Building 100, room 139

Technology is best when it brings people together.

MATT MULLENWEG