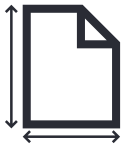## Tips and Tricks that will save you time and patience!

CHECKING FONTS

Open the file and choose **Edit PDF** from the right-hand toolbar

Highlighting the text in question will show you the font type and size

DETERMINING FILE DIMENSIONS

Open the file > Place your mouse over the bottom left-hand corner of the
Acrobat window. A box will pop up with the file size

or

Go to **File** > select **Properties**. Additional file information is available under the **Description** tab

ADDING WATERMARKS

Choose **Edit PDF** from the right-hand toolbar then select **Watermark** from the top menu bar

In the **Add** dialogue box you can adjust the font, rotation and opacity of the watermark text

COMBINING SEVERAL FILES INTO ONE PDF

Click on the **File** menu > Select **Create** > Select **Combine Files Into a Single PDF**

A window will pop up, allowing you to drag and drop the files you want to combine. It will prompt you to save
the new larger compilation as a new file

EXTRACTING PAGES AND SAVING THEM AS INDIVIDUAL FILES:

While viewing the **Page Thumbnails**, right click on a thumbnail and select **Extract Pages** > Enter the page
numbers and click **Extract Pages as Separate Files**

The pages will open up in a new document

Note: Add or delete pages from the **Document** menu as well.

ANNOTATING PDF FILES

Click on **Comment** in the right-side tool bar to open the Commenting Toolbar.

To insert text, click the $T_\wedge$ and start typing to indicate where text should be inserted. To delete or strikeout

text, select text and press Delete to indicate where text should be deleted or use the strikeout tool . T To

replace text, click the $T_\bigcirc$ and select text and start typing to indicate where text should be replaced.