

Tips and Tricks to help you navigate through your PDF files!



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 COLOR

Open the file and choose **Edit PDF** from the right-hand toolbar
When highlighting the text you will see a **color box**
Click on the color box and go to the **eye drop icon**
Select the color on the page you want. There you will see what its color value is.

When getting the color make sure not to save the PDF



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



ANNOTATING PDF FILES

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



To insert text, click the  and start typing to indicate where text should be inserted. To delete text, select text and press Delete to indicate where text should be deleted or use the strikethrough tool 

To replace text, click the  and select text and start typing to indicate where text should be replaced.



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.



MERGING ANNOTATIONS FROM MULTIPLE FILES

Go to the **Comments** window and select **Comments List**

Select the **Options** button (found under the Comments List to the right)

Select **Import Data File**

Open the file with additional comments. (Comments you don't want to include need to be manually deleted)