Adobe   ☰   **Adobe**

ce basics
| Acrobat
DC

> **Note:**
>
> This document provides instructions for Acrobat DC. If you're using Acrobat 2017 or Acrobat DC Classic (2015), see Workspace basics | Acrobat DC 2017, Acrobat DC Classic (2015).

Workspace overview

Adobe Acrobat user interface has three views - Home, Tools, and Document.

Further, the Document view can have one of the two interfaces - Single Document Interface (view one document at a time) or Multiple Document Interface (tabbed interface for multiple PDFs viewing).

Home   This is the gateway or the landing page when you don't have a PDF opened in Acrobat.

Tools   This is the go to place to discover the tools that's available in Acrobat. All Acrobat tools are shown in this view.

Document   This is the default view whenever a document is opened in Acrobat. When you open multiple documents, each document opens as a tab in the same application window.

Home view

This is the gateway or the landing page when you don't have a PDF opened in Acrobat. The Home view gives you quick access to your recent files, shared files, frequently used tools, to-do tasks, and storage accounts.

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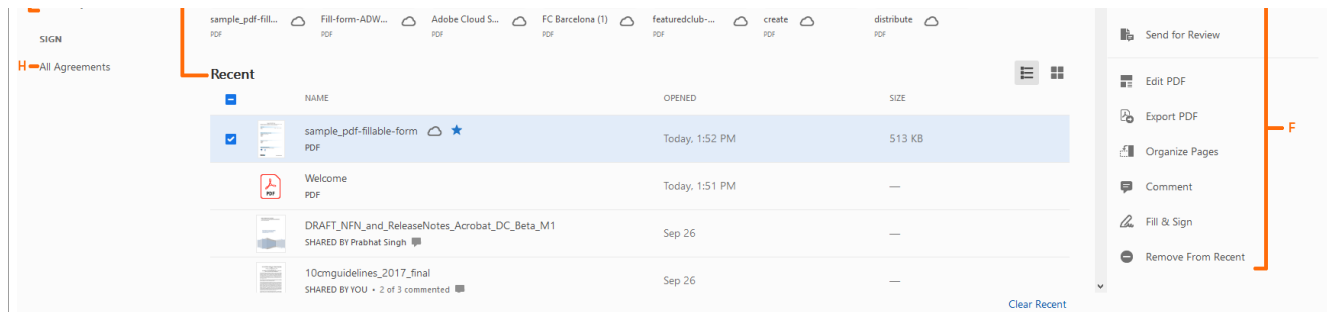
A. Recent files **B.** Starred cards **C.** Getting started cards **D.** Search files **E.** Notifications **F.** Context Pane **G.** Shared files by you and others **H.** Agreements shared for signature

∨ A. Recent files view

It is a unified list of files shared with you or shared by you for viewing, reviewing, or signatures in addition to the files opened for viewing from your computer, Document Cloud storage, or third-party storage like OneDrive, Dropbox, Box, SharePoint, and Google Drive. The files are labelled as Shared By You, Unshared or Shared By Others based on the action taken on the file. The comment icon (💬) next to a shared file's name indicates that it's a review file. If there's no comment icon (💬) next to a shared file, then the file has been shared for viewing only.

For a selected file, a details panel appears on the right showing a thumbnail preview of the file and a list of frequently used tools. The **Remove from Recent** option in the panel allows you to selectively remove files from the Recent files list. When you sign-out from Acrobat DC, the recent files list is cleared.

> **Note:**
>
> In Acrobat Reader mobile app, sign agreements that you have sent for signature don't appear in the Recent files list. However, you can see the notifications and To Do cards for those sign agreements which are pending for you to complete.

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For more information, see *Star your important files and access them across devices*.

> **C. Getting started cards**

> **D. Search files**

> **E. Notifications Bell**

> **F. Context pane**

> **G. Shared files for viewing and reviewing**

> **H. Agreements shared for signature**

Online storage account

Storage lists offline and online places from where you can access your files. Apart from your local computer, you can access files:

- Stored securely in Adobe Document Cloud using the **Document Cloud** link in the left pane.

- From your online accounts, such as Box, Dropbox, Google Drive, OneDrive, and Microsoft SharePoint. You can add the accounts using the **Add Account** link in the left pane. *For more information, see* *Working with online accounts*.

Tools center

This is the go-to place to navigate and discover tools available in Acrobat or Reader. All the tools are listed by categories. When you choose a tool, the tool-specific commands or toolbar appears in the document view if a file is opened.
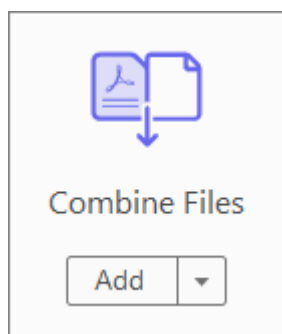
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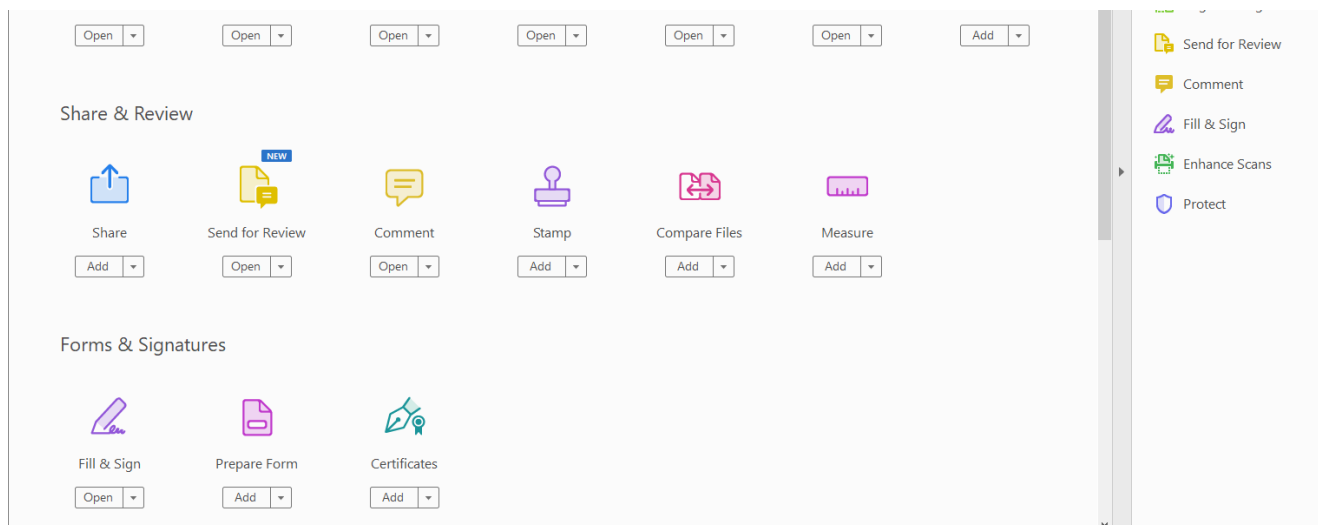
Tools center lists all tools by categories. Shortcuts of tools appear in the right pane.

Add or remove shortcuts of tools in the right pane

To add a shortcut of a tool in the right pane, click the **Add** button below the tool name.
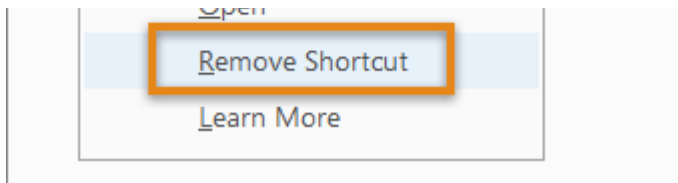

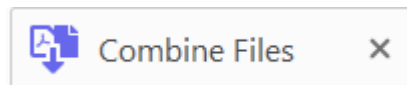Alternatively, to add the tool, drag the tool to the right pane.

To remove the shortcut of a tool from the right pane, click the Down Arrow button next to Op[...]
below the tool name, and then choose **Remove Shortcut**.

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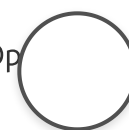
Alternatively, to remove the shortcut, click the cross button for the shortcut in the right pane.

Document view

By default, you see tabbed interface for multiple PDFs viewing. When you open multiple PDFs, each PDF opens as a tab in the same application window. You can switch among the tabs from the top – tab name shows the name of the file opened in the tab. A previous button and a next button are displayed towards right to navigate through document tabs when the number of documents are high and don't fit the document view.

The menu bar and the toolbar are visible at the top of the work area. The work area for the stand-alone application includes a document pane in the middle, a navigation pane on the left, and tools or task pane on the right side. The document pane displays PDFs. The navigation pane on the left side helps you browse through the PDF and perform other options on PDF files. Toolbars near the top of the window provide other controls that you can use to work with PDFs.

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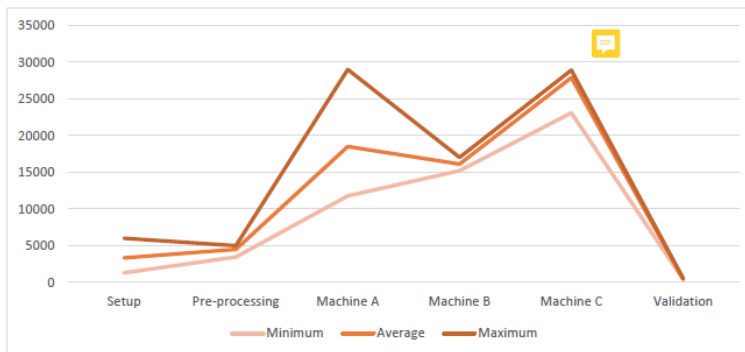
*Tabbed document view for multiple PDFs viewing*

> **Note:**
>
> If you want to switch off the tabbed view and go back to the single document view, go to Edit > Preferences > General, and then clear the check box for the preference - **Open documents as new tabs in the same window (requires relaunch)**. Restart Acrobat.

Display themes in Acrobat DC

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and facilitate screen use in dark environments – all while conserving battery power. The dark theme is now extended to include the top menu, on-page contextual menu, scroll bar and the comments pane.
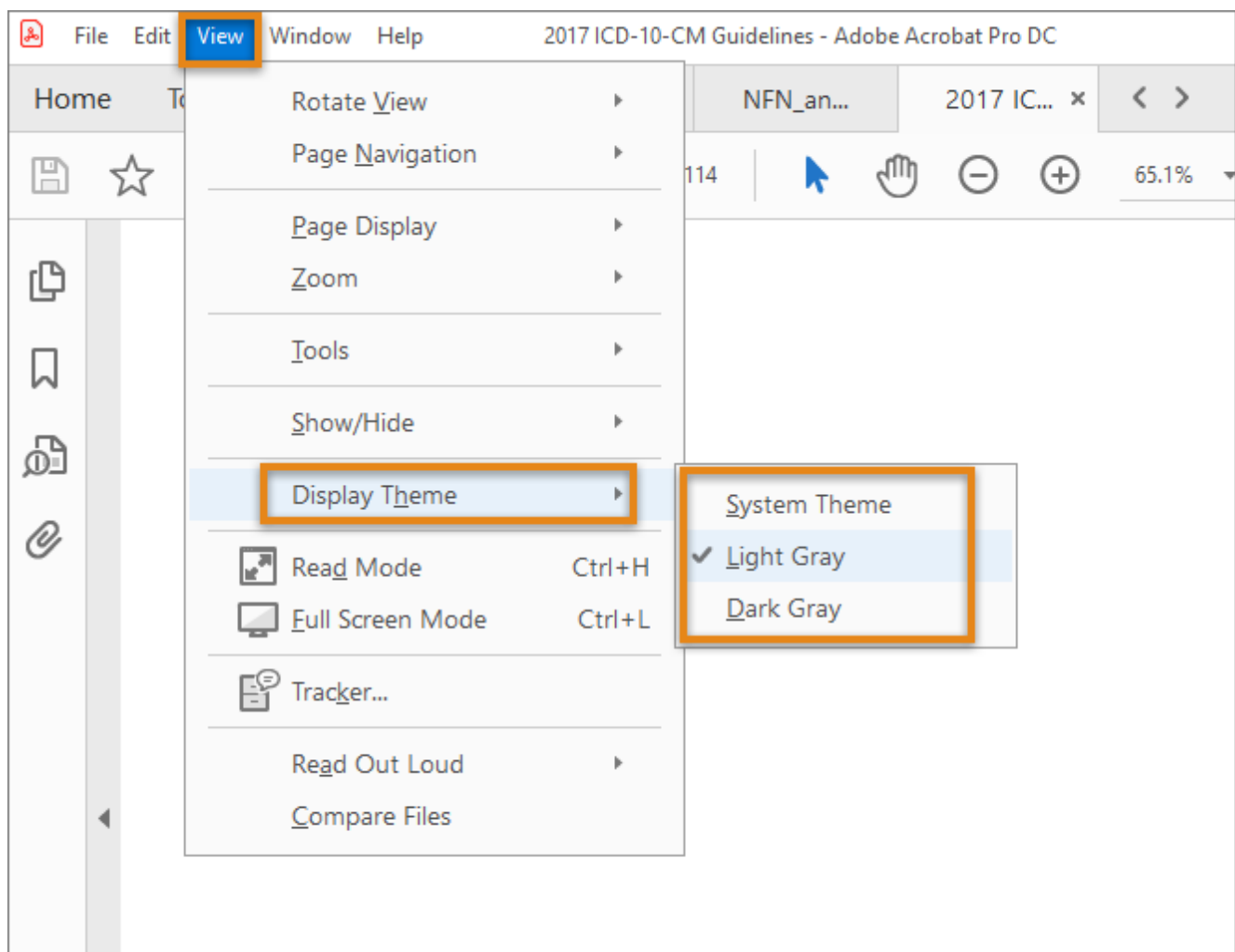
Menus and context menus

Ordinarily, it's a good idea to keep the Acrobat menus visible so that they are available as you work. It is possible to hide them, using the View > Show/Hide > **Menu Bar** command. However, the only way

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2   Click the right mouse button.

> **Note:**
>
> (Mac OS) If you don't have a two-button mouse, you can display a context menu by pressing the Control key as you click with the mouse.

Toolbars

Initially, you may not see various tools in the toolbar. You can add tools to the toolbar for easy access.

To add tools in the toolbar, right-click an empty space in the toolbar and choose the tools that you want to appear in the toolbar.
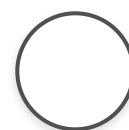
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```
Hide Quick Tools
Show Recently Used Tools
Hide Share Button Label
─────────────────────────────────
Show Properties Bar        Ctrl+E
✓   Menu Bar                   F9
─────────────────────────────────
Hide Toolbars                  F8
Reset Toolbars             Alt+F8
```

Quick tools

You can add tools you use frequently from the Tools to the **Quick Tools** toolbar.

1   Right-click an empty space in the toolbar and choose **Customize Quick Tools**.

2   In the Customize Quick Tools dialog box, do any of the following:

   - To add a tool, select it in the left pane and click the Up Arrow ⬆ icon.

   - To remove a tool, select its icon and click the Delete 🗑 icon.

   - To change a tool's position in the toolbar, select its icon and click either ◀ or ▶ .

   - To add a vertical line to separate groups of tools in the toolbar, click ⊕ .

Adjust the position of quick tools cluster

Drag and drop the quick tools cluster to adjust its position in the toolbar. Hover the mouse over the tools cluster to display the drag (four-way) arrow. Then click and drag to reposition the quick tools

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You can add tools to the **Common Tools** toolbar.

1   Right-click an empty space in the toolbar.

2   Select a tool from the menu.

3   To remove a tool from the toolbar, right-click the tool and deselect it from the menu.

Hide and show toolbars

When your work does not involve using the tools in a toolbar, you can close the toolbar to tidy up the work area. If several PDFs are open, you can customize the toolbars for each PDF independently. The different customized states persist as you switch between PDFs.

- To hide all toolbars, choose **View** > **Show/Hide** > **Toolbar Items** > Hide Toolbars.
- To return toolbars to their default configuration, choose **View** > **Show/Hide** > **Toolbar Items** > **Reset Toolbars**.

> **Note:**
>
> If you have hidden all the toolbars, you can show them again by pressing F8.

Select a tool

By default, the Select tool is active when Acrobat opens, because it is the most versatile tool.

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Create custom tools

You can assemble your own customized collection of Acrobat features, then save it and share with others. It allows you to quickly access the tools and commands you use the most.

1   Choose **Tools** > **Create Custom Tool**.

2   To customize the Toolbar, do any of the following:

- To add a tool to the toolbar, click the panel on the left, select the tool, and click the Add To Toolbar ⬆ icon.

- To remove a tool from the toolbar set, select its icon, and click the Delete 🗑 icon.

- To change a tool's position in the toolbar, select its icon, and click either the move left ◀ or move right ▶ icon.

- To add a vertical line to separate groups of tools in the toolbar, click the Add Vertical Line ⊕ icon.

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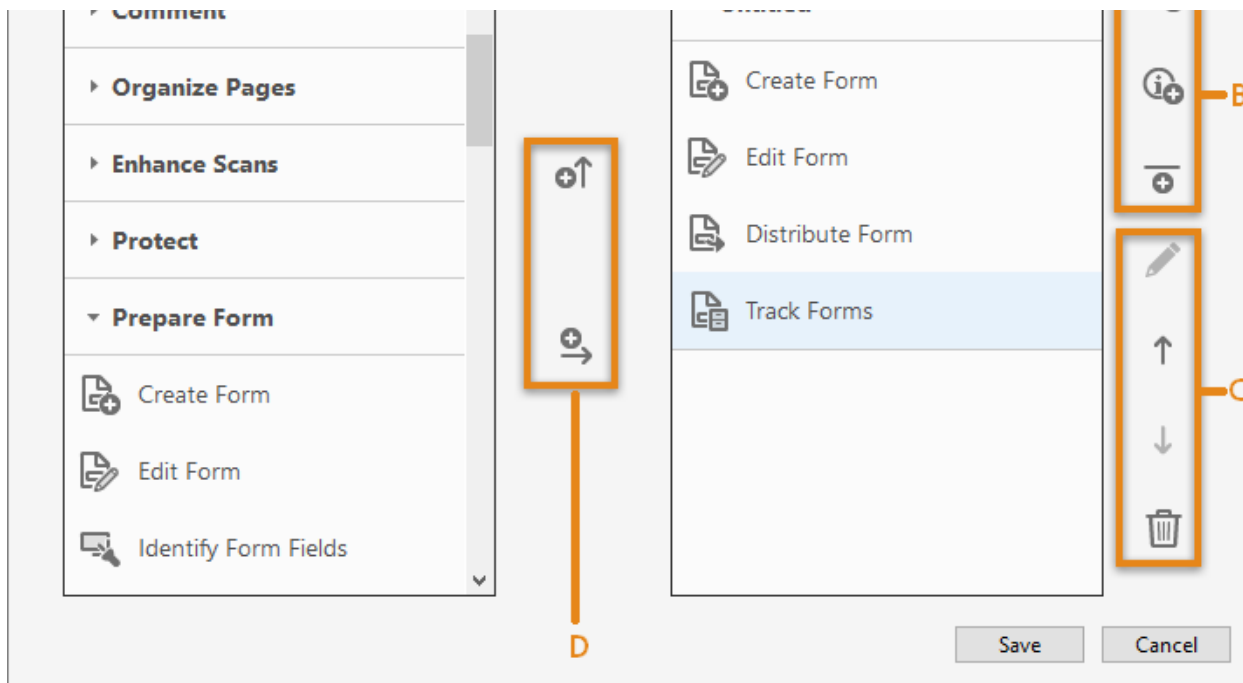
Create Custom Tool dialog box

A. Arrange or delete tools in the Tool's Toolbar **B.** Add custom panels, instructions, or divider line between tools **C.** Rename, arrange, or delete tools **D.** Add to Tool's Toolbar above or Custom Tools set on the right
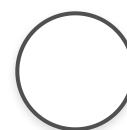
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the Add To Custom set ⊕ icon.

- To remove a tool from the set, select its icon and click the Delete 🗑 icon.

- To change the position of a tool, select it on the right, and click the Up ↑ or Down ↓ Arrow icons.

- To add a horizontal line to separate groups of tools, click the Add Divider ⊖ icon.

- To edit instructions or section name, select it, and click the Edit ✏ icon.

4   When your tool set is complete, click **Save**, type its name, and click **Save** again.

The created custom tool is added to the Tools center. To open the tool, choose **Tools** > [*custom tool name*].

Edit, delete, rename, or share a custom tool

You can edit, rename, copy, delete, rearrange, or share tool sets. You can specify the order the tool sets appear in the Customize menu by moving them up or down in the list. You can share tool sets with your workgroup using the Import and Export options.

- Choose **Tools** > [*custom tool name*] > click the Down Arrow button and then choose an appropriate option.

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Delete

Options to manage a custom tool

Navigation pane

The navigation pane is an area of the workspace that can display different navigation panels. Various functional tools can appear in the navigation pane. For example, the **Page Thumbnails** panel contains thumbnail images of each page; clicking a thumbnail opens that page in the document.

When you open a PDF, the navigation pane is closed by default. Buttons along the left side of the work area provide easy access to various panels, such as the **Page Thumbnails** button ⎘ and the **Bookmarks** panel button 🔖. When Acrobat is open but empty (no PDF is open), the navigation pane is unavailable.

Show or hide the navigation pane

1   To open the navigation pane, do one of the following:

- Click any panel button on the left side of the work area to open that panel.

- **Choose View** > **Show/Hide** > **Navigation Panes** > **Show Navigation Pane**.

2   To close the navigation pane, do one of the following:

- Click the button for the currently open panel in the navigation pane.

- **Choose View** > **Show/Hide** > **Navigation Panes** > **Hide Navigation Pane**.
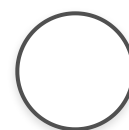
Note:

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- To change the width of the navigation pane, drag its right border.

- To view a different panel, on the left side of the navigation pane, select the button for the panel

Options in a navigation panel

All navigation panels have an options menu ▤ in the upper-left corner. The commands available in these menus vary.

Some panels also contain other buttons that affect the items in the panel. Again, these buttons vary among the different panels, and some panels have none.

Set preferences

Many program settings are specified in the **Preferences** dialog box, including settings for display, tools, conversion, signatures, and performance. Once you set preferences, they remain in effect until you change them.

1   Choose **Edit** > **Preferences** (Windows) or **Acrobat / Adobe Acrobat Reader** > **Preferences** (**Mac OS**).

2   Under **Categories**, select the type of preference you want to change.

Restore (re-create) preferences

Restore the Acrobat Preferences folder (Windows)

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1   **Quit Acrobat**.

2   **In Windows** Explorer, go to the Preferences folder:

  - **(Windows 10, 8, or 7)** C:\Users\[username]\AppData\Roaming\Adobe\Acrobat\[version]

> **Note:**
>
> In Windows 10 or 8, if you cannot see the AppData folder, click the **View** menu on the ribbon in
> Windows Explorer and select the **Hidden items** check box under **Show/Hide**.

3   Move the Preferences folder to another location (for example, C:\Temp).

4   **Restart Acrobat**.

If the problem recurs after you restore the **Acrobat Preferences** folder, then the problem isn't related
to the Preferences folder. To restore custom settings, drag the folder you moved in step 2 back to its
original location. Then click **Yes To All** to replace the new Preferences folder.

Restore the Acrobat preferences files (Mac OS)

Restore the Acrobat preferences files to eliminate problems caused by a damaged preferences file.

> **Note:**
>
> Re-creating the Acrobat preferences files restores settings to their defaults.

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- **Acrobat Distiller** Prefs and `com.adobe.Acrobat.Pro.plist` (if you are troubleshooting an issue with Distiller)

- **The Acrobat** folder, which contains preferences for forms (MRUFormsList), collaboration (OfflineDocs), and color settings (AcrobatColor Settings.csf)

3   **Restart Acrobat**

If the problem recurs after you restore the Acrobat preferences files, then the problem isn't related to preferences files. To restore custom settings, drag the files you moved in step 2 back to their original location. Then click OK to the alert "A newer item named '[filename]' already exists in this location. Do you want to replace it with the older one you're moving?"

Under **Categories**, select the type of preference you want to change.

Choose **Edit** > **Preferences** (Windows) or **Acrobat / Adobe Acrobat Reader** > **Preferences** (**Mac OS**).

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