

# ADOBE® ACROBAT® READER DC

Help and tutorials

# Acrobat Reader Help / Fill and sign PDF forms

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## Fill out your PDF form

### Sign or Initial your form

Easily fill, sign, and send forms fast from your desktop, browser, or tablet device.


The Fill & Sign tool gives you an easy way to work with paper forms or PDFs that haven't been optimized for form filling. You can save frequently used information securely in your personal autofill collection. Next time, just drag and drop information to complete forms faster.

Sign your form by typing or drawing your signature, or using an image. Send your completed forms to others and store the forms securely in Adobe Document Cloud.

 This document provides instructions on how to fill & sign your forms electronically from your desktop using Acrobat DC or Acrobat Reader DC. Refer to the related links section at the bottom of this page for how to do the same using a browser or the tablet app.

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## Fill out your PDF form

1. Open the PDF form that you want to fill out.
2. Choose **Tools > Fill & Sign**.
3. To fill or add text, click Add Text  in the toolbar. Click at the place in your document where you want to add the text, and then start typing.



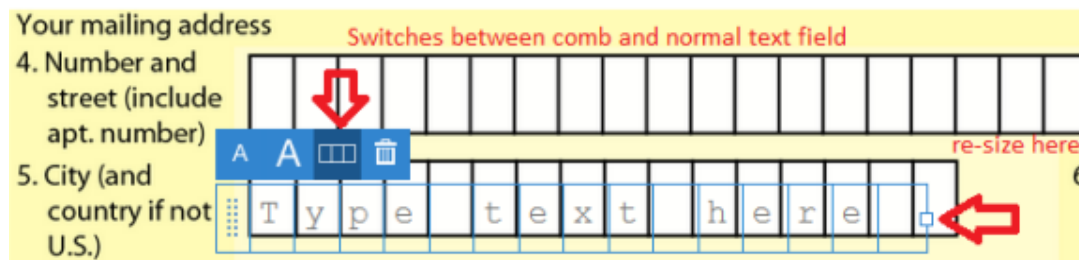
The screenshot shows a PDF form with a blue header that reads "JOIN ABC" and "Receive Planning and a lot more for complete details or to join o". A "Fill & Sign" toolbar is overlaid on the form, showing icons for text, font size, and a trash can. Below the toolbar, there are input fields for "Name" (with radio buttons for Mr., Ms., and Mrs.), "ID (former members only)", and "Employer name".

Use the field toolbar to make appropriate changes:

- To resize a field, use the font up or down button in the toolbar - the first two buttons from left.
- To move a field, move your mouse pointer closer to field border until you see the drag handle, and then hold and move the field as required.

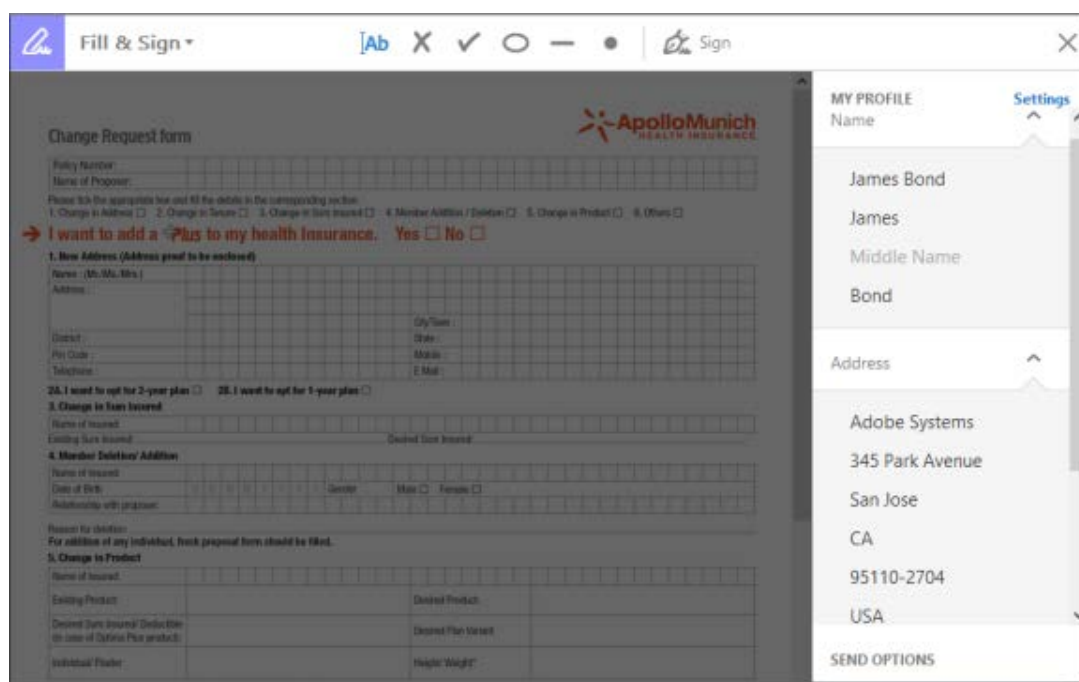
- To delete a field or typed text, click the trash button.
- To convert a normal text field into comb field or vice versa, click the comb button - the second button from right.


Use Comb fields to fill or add text in continuous boxes in a line/row. The Comb field spreads the user-entered text evenly across the width of the text field, as shown below below.



While you are typing, if the characters do not fit in each box, adjust the spacing with the grab handle where the resize here points in the image above.

4. Fill personal data from the right hand panel. In the right hand panel, your personal information is displayed. Some of the fields are populated for you based on your Adobe ID, which you can edit.




 You can fill out the rest of the information in the right hand panel, so it is easier to add to your form. The added information is saved automatically and made available for future use.

- a. Drag and drop labels from the panel onto the form: mouse over the label exposes the drag handle on the left of the label.
  - b. Click and hold to drag out the item and drop it over the place onto the form where you want this label to appear. Resize or move the label as appropriate.
5. Add annotations or symbols: Annotations tools are displayed in the toolbar - *Crossmark*, *Checkmark*, *Circle*, *Line*, and *Dot*. You can use these annotation tools to fill in check boxes and radio buttons, as well as use the Circle to circle text or the line to strike out text.



Click an annotation in the toolbar to select it, and then click on the form where you want to place the annotation. (Each click will place the selected annotation at the respective location on the form.)


 *Resize the first annotation you place to fit the check box or radio button in the document, and the next annotations you add will be of the same size and will fit the rest of the box/circle fields.*


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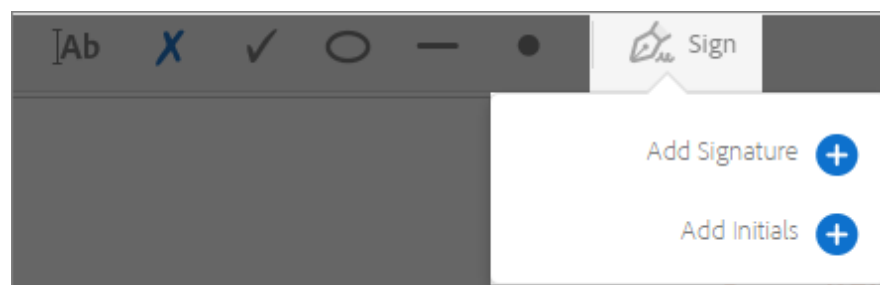
## Sign or Initial your form

To sign a PDF form, you can type, draw, or insert an image of your handwritten signature or initials.

1. Open the PDF document or form that you want to sign.
2. Choose Tools > **Fill & Sign**.
3. To add text, such as your name, company, title, or date, drag and drop your personal saved information from the right hand pane onto a form field.

Alternatively, you can use **Add Text**  in the toolbar. Click at the place in your document where you want to add the text, and start typing. Use the field toolbar to make appropriate changes.

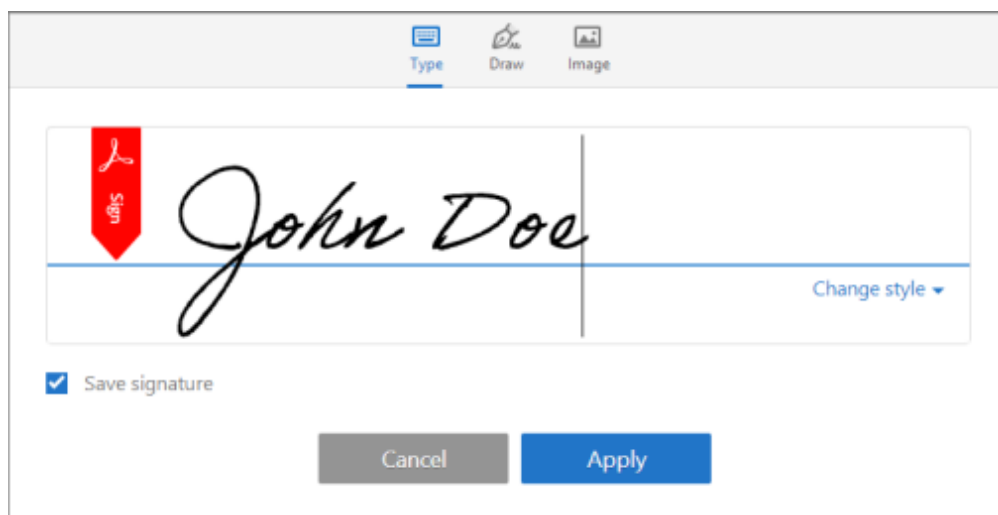
4. Click the **Sign** icon  in the toolbar, and then choose whether you want to add your signature or just initials.



If you have already added signatures or initials, they are displayed as options to choose from.

5. If you've already added your signature or initials, just select it from the Sign options, and then click at the place in the PDF where you want to add your signature. Skip to the next step.

If you are signing for the first time, you see the Signature or Initials panel. Below is an example of the Signature panel.



You can choose to type, draw, or import a signature image. Added signatures and initials are saved for future use.

**Type** Type your name in the field. You can choose from a small selection of signature styles; click **Change Style** to view a different style.

**Draw** Draw your signature in the field.

**Image** Browse and select an image of your signature.

**Save Signature** When this check box is selected, and you're signed in to Acrobat Reader DC or Acrobat DC, the added signature is saved securely in Adobe Document Cloud for reuse.

Click **Apply**, and then click at the place in the PDF where you want to place the signature or initial.

- To move the placed signature or initial, click the field to highlight it and then use the arrow keys. To resize or delete the field, use the options in field toolbar.

 *If you want to use an image as your signature:*

- *Sign your name in black ink on a clean, blank sheet of white paper. Sign in the middle of the paper so you don't photograph or scan the edges.*
- *Photograph or scan your signature. If you are taking a picture of your signature, make sure that the page is lit and that no shadows fall across the signature.*
- *Transfer the photo or scan to your computer. Acrobat DC accepts JPG, JPEG, PNG, GIF, TIFF, TIF, and BMP files. You do not need to crop the image. Acrobat imports just the signature if the photo or scan is fairly clean.*

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## Related links

- [Send and track your signed PDFs](#)
- [Get PDFs signed by others](#)



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# Acrobat Reader Help / Create PDFs in Acrobat Reader DC

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## Create PDF

### File types you can convert to PDF

Adobe PDF Pack is one service in the Acrobat.com family of online services. Use Adobe PDF Pack to create, export, sign, and track PDF files. The files you create are automatically stored in your Adobe PDF Pack account.

You can convert documents and images to PDF, but you cannot edit PDF files in Adobe PDF Pack. For information on editing PDF files, see Acrobat Help.

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## Create PDF

If you have a paid subscription of the Adobe PDF Pack service, you can easily create PDFs from various file formats, including Microsoft Word, Excel, PowerPoint, and images.

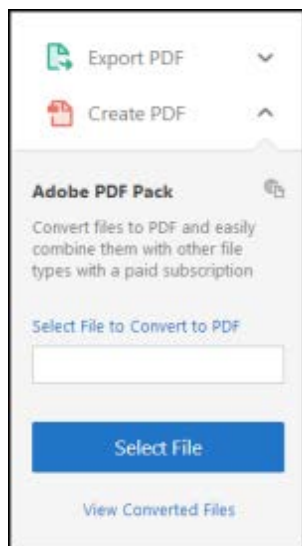
### File types you can convert to PDF

Convert any of the following file types to PDF:

- Microsoft Word (DOC, DOCX)
- Microsoft PowerPoint (PPT, PPTX)
- Microsoft Excel (XLS, XLSX)
- Microsoft Publisher (PUB)
- Text (TXT)
- Adobe PostScript® (PS)
- Adobe InDesign (INDD)
- Adobe Fill & Sign (FORM)
- Image (bitmap, JPEG, GIF, TIFF, PNG)
- OpenOffice and StarOffice presentation, spreadsheet, graphic, and document files (ODT, ODP, ODS, ODG, ODF, SXW, SXI, SXC, SXD, STW).

**Note:** You cannot combine PDF files that are secure, password protected, 3D, or part of a PDF Portfolio.

1. On the upper-right corner of the Reader DC window, click **Sign In**.
2. In the Adobe Sign In dialog, sign in using your Adobe ID and password.
3. In the right pane, click **Create PDF**.



### *Convert files to PDF*

4. By default, the currently opened file is selected for conversion. Click **Select File To Convert To PDF** to browse and select another file.
5. Click **Convert**.

The file is converted into PDF format and stored in your Adobe PDF Pack account.

**Note:** To view a complete list of files that you have converted, click *Create PDF* and then click the *View Converted Files* link below the *Select File* button.



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# Acrobat Reader Help / Export PDF from Acrobat Reader DC

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## Introduction

### Export PDF

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## Introduction

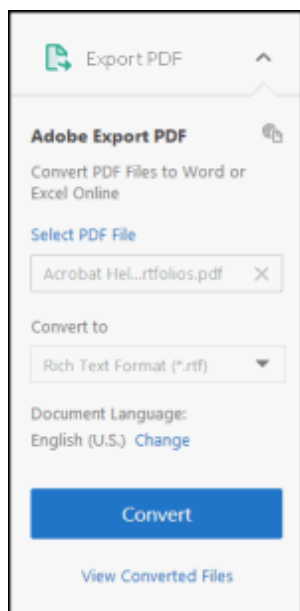
Adobe Export PDF lets you reuse valuable content stored in PDF files. Instead of retyping the information, use Adobe Export PDF to turn PDF files into editable Word, Excel, PowerPoint, and RTF (rich text format) documents.

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## Export PDF

**Note:** Ensure that you have a paid subscription of the Adobe Export PDF service to convert PDFs to various file formats, including Microsoft Word, Excel, PowerPoint, and RTF.

1. On the upper-right corner of the Reader DC window, click **Sign In**.
2. In the Adobe Sign In dialog, sign in using your Adobe ID and password.
3. In the right-hand pane, click **Export PDF**.



*Export PDF to Word, Excel, PowerPoint, and RTF formats*

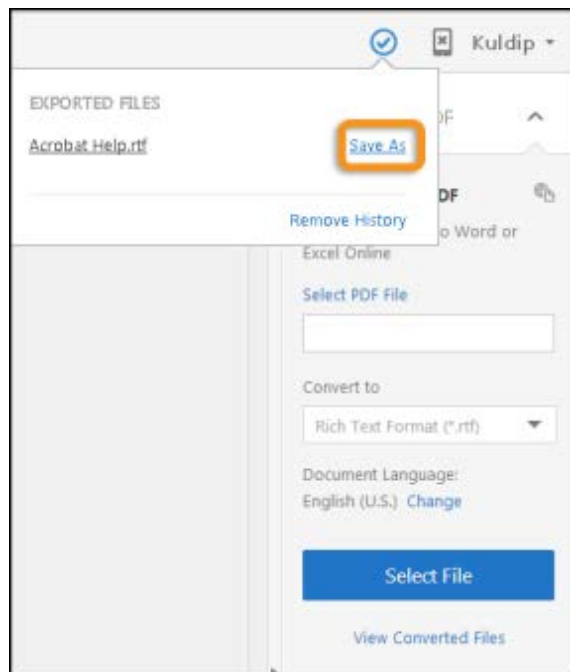
4. By default, the currently opened file is selected for conversion. Click **Select PDF File** to browse and select another file.
5. From the **Convert To** drop-down list, select the desired conversion format.

**Note:** *If you are exporting a scanned document or image, ensure that the Document Language is set correctly as per the language of the text used in the document. To change the language, click **Change** and choose an appropriate language from the list.*

6. Click **Convert**.

The file is exported into the selected file format and saved in your Acrobat.com account.

7. Click **Save As** to save the converted document to your local system.



*Save the converted document to your local system*



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# Acrobat Reader Help / Send and track large files online

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## Send large files Track files online

You can quickly send large documents, images, audio, and video files without emailing limitations, and track downloads. The files are stored securely in Adobe Document Cloud. Recipients simply click the link to view or download your files.

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## Send large files

1. Choose **Tools > Send & Track**, or choose **Send & Track** in the right hand pane when a document is open.
2. If you have already opened a document, the document is displayed under the Selected Files list.

Otherwise, click **Select Files to Send**, and then browse and choose one or more files.

Selected Files + Add Files

- Acrobat Help \_ Sign PDF documents.pdf
- Deploy Acrobat \_ Creative Cloud for teams Single App.docx

Create Anonymous Link (with basic usage information)

Send Personalized Invitations (with detailed tracking)

Send To Address Book

user1@domain.com ?

Recipient Page

Add Your Logo & Color (Edit)

Subject & Message

Shared Files

I have shared some files with you. Please click on the link to view and download them.

Send Cancel

3. If you want to add more files, click **Add Files** and then browse and select files.
4. Choose whether you want to send a public or personalized link.

**Create Anonymous Link:** A public link makes the files accessible to anyone who clicks the link.

- Click **Create Link**. The files are uploaded to Adobe Document Cloud, and a public link is created. You can

choose to copy the link or directly email the link as appropriate.

**Send Personalized Invitations:** A personalized link to share the files with specific individuals. The detailed tracking information is available for files sent to individuals, but not for public links.

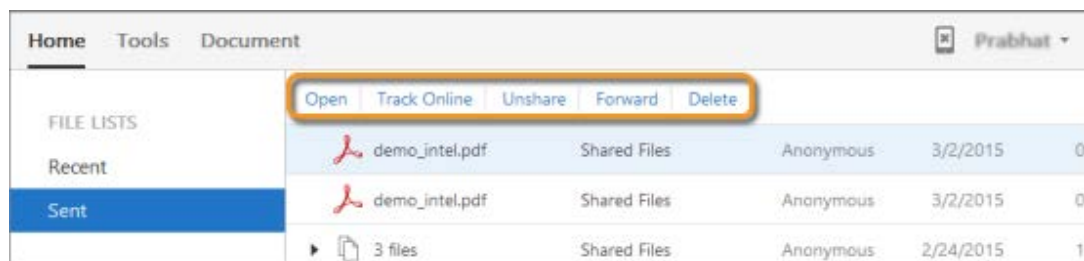
- a. Enter the email address of whoever you'd like to receive the file. You can also use the **Address Book** link to choose email addresses. Each recipient gets a personalized link to the file.
- b. The Subject and Message fields are just like the ones you use for sending an email and appear to your recipients in the same way. Enter desired information and then click **Send**. Your recipients get an email notifying them that the file is shared with them.

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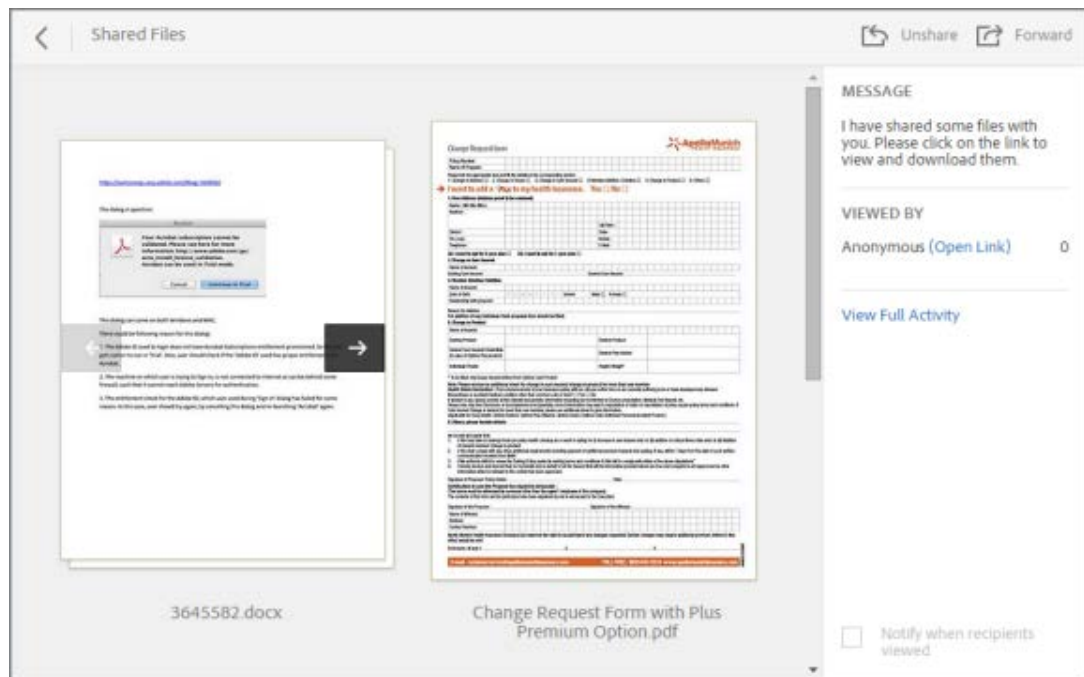
## Track files online

You can track your shared files from the *Home > Sent* view. It shows all the files that you share using Send & Track.

1. In the *Home > Sent* view, when you choose a file, you see the available options above the file list.



Click **Track Online**. A preview with details of the file appears in a new browser window.



2. From the above page, you can do the following:

- Unshare the file if you would like to prevent anyone else from viewing or downloading it. Click the **Unshare** icon

in the upper right corner.

- Forward files to new recipients. Click the **Forward** icon in the upper right corner.
  - Turn email notifications on and off. Select or clear the **Notify when recipients viewed** check box as desired.
  - See an overview of file. Click the file's thumbnail or name.
3. To see the detailed tracking information, click **View Full Activity** in the right hand pane. Activity for the the file appears in a pop up window.

The detailed tracking information that you can see: when the file was previewed and by whom (for personalized links), and also whether it was downloaded and by whom. If there was more than one file in the transaction, you will also see which files were downloaded.

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## Related links

- [Adobe Send & Track for Outlook](#)
- 



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# Acrobat Reader Help / Send PDF documents for signature

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## Get PDFs signed by others


### Track documents sent for signature

You can get documents signed by others using Send for Signature, an Adobe Document Cloud eSign service. The service lets recipients quickly sign documents from anywhere using a web browser or mobile device.

The service keeps track of the entire process. It emails your signers that you'd like them to sign a document. Once signed, both you and your signers receive the signed PDF in email. The signed documents are stored securely in Adobe Document Cloud.

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## Get PDFs signed by others

 *Complete your edits before you sign. Changes made to the document after it is signed can invalidate the signature.*

1. Open the PDF you want to have signed.
2. Click **Send for Signature** in the right panel or choose **Tools > Send for Signature**.
3. To add more documents, click **Add Files** and then browse and select the documents.
4. Click **Start**. The document is uploaded to Adobe Document Cloud.
5. Type in the email addresses of people you want to sign your document. Add a message if desired.
6. Click **Send**.

You receive an email from Adobe Document Cloud eSign services that your documents have been sent out for signature to the first user. The first user also receives an email to sign the document. When the user adds their signature in the Signature field, and then click the **Click to Sign** button, the document is sent to the next user for signature, and so on.

Everyone gets a copy of the signed document, and the file is stored securely in Adobe Document Cloud.

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## Track documents sent for signature

You can keep track of which files are out for signature, signed, or waiting for your signature.

- In the **Home > Sent** view, click **Manage Documents Sent for Signature**. The Adobe Document Cloud eSign services Manage page is displayed in a new browser window.

Home Send **Manage** Reports Account Prabhat Singh ▾

Filter by Name or Company ▾ Filter by Document Status ▾ Search documents, recipients & notes ↻

Name >	Company >	Document Title >	Date >
▼ Waiting For Me to Sign (0)			
▼ Out for Signature (1)			
user1@domain.com		Browser requirements	15-01-11
▼ Signed (0)			
▼ Archived (0) <span style="float: right;">Upload Agreements</span>			

Print Enlarge PDF Cancel

**Browser requirements**

From: Prabhat Singh (user0@domain.com)  
 To: user1@domain.com  
 Date: 2015-01-11 3:15 PM  
 Status: Out for E-signature

**Browser requirements**

Adobe Acrobat Reader can only be installed on computers with an installed browser. For  
 Windows, you should also install the latest [Adobe Flash Player](#) to view the full  
 agreement. The document creator requires registration for viewing and downloading content from the  
 Adobe website.

- Browser requirements
- Browser registration
- Flash requirements

**Browser registration**

Adobe will require you to register with your email address. One of the ways to register is  
 through the Adobe website. You can also register through Acrobat. For more information, please refer to the  
 Adobe website.

**Flash requirements**

Adobe Acrobat Reader requires Flash Player 10.2.159.0 or later. You can download the latest version of  
 Adobe Flash Player from the Adobe website.

**Additional requirements**

Adobe Acrobat Reader requires a valid email address. You must provide a valid email address to  
 register with the Adobe website. Acrobat Reader will send you an email to verify your email address.  
 Please refer to the Acrobat website for more information.

**Additional requirements**

Adobe Acrobat Reader requires a valid email address. You must provide a valid email address to  
 register with the Adobe website. Acrobat Reader will send you an email to verify your email address.  
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 Please refer to the Acrobat website for more information.

## Related links

- [Sign PDF documents or forms](#)



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# Acrobat Reader Help / Share, comment, and review

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## Share documents

### Store files on Adobe Document Cloud

### Comment on and review PDF files

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## Share documents

You can use Acrobat Reader DC to share documents with others. You can share files using Adobe Document Cloud service or share files by email.

To share your PDF document, do one of the following:

- Choose **File > Send File > Attach To Email** to share the document via email.
- Choose **File > Send File > Send & Track** to upload the document on Adobe Document Cloud. Once uploaded, a link for the document is created by Adobe Document Cloud service. You can share that link with others to allow them to access your document.

Follow onscreen instructions to share the file with others. For detailed information, see [Sharing PDFs](#) in Acrobat Help.

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## Store files on Adobe Document Cloud

Adobe Document Cloud service allows you to store and access PDF and other documents from multiple devices.

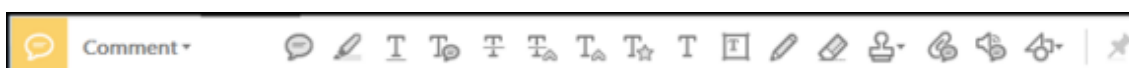
To store files on Adobe Document Cloud:

- Choose **File > Save** or **Save As**.
- In the file **Save As** dialog box, select **Document Cloud**.
- Specify the filename and click **Save** to save the file on Adobe Document Cloud.

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## Comment on and review PDF files

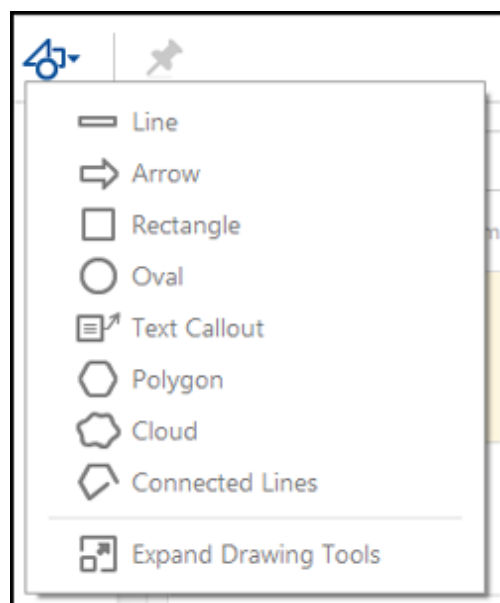
You can comment on PDF files using the annotations and drawing markup tools. All annotation and drawing markup tools are available in the secondary toolbar of the Comment feature. When you receive a PDF to review, you can annotate it by using the commenting and markup tools.





## Comment toolbar

**Note:** To see the labels along with the tool icons, right-click on the secondary toolbar and select *Show All Labels*.



Drawing Tools menu

## Reply to comments, or delete replies

- Right-click a comment, and choose **Reply** from the pop-up menu.
- If later decide to remove your reply, open the comment, right-click on your reply, and click **Delete**.

For more information, see [Reply to comments](#) in Acrobat Help.

## Approve or reject a PDF

If you're asked to approve a PDF, you receive an email message that provides step-by-step instructions. At the top of the PDF, use options in the Stamps tool and the document message bar to approve or reject the document.

For more information, see [Participate in an approval workflow](#) in Acrobat Help.

**Note:** Only Acrobat DC users with multi-byte versions of Acrobat DC can start an approval workflow. However, Acrobat Reader DC users with any language version can approve or reject a PDF.

## Track a review (Reader application only, not browser)

To track a document review or view the status of a review, choose View > Tracker. The Tracker shows who has joined a

review and how many comments each person has published.

- The left side of the Tracker shows all PDF documents in managed reviews.
- The right side lists the date and time the PDF was sent and the list of invited reviewers. Links to shared PDFs provide additional information, including the deadline (if set) and the number of comments submitted per reviewer. Deleting a link in the Tracker does not delete the PDF file.
- Latest Updates summarize the latest changes to reviews.

For more information, see [Track reviewed PDFs](#) in Acrobat Help.

## Recover from an unexpected shutdown (Reader application only, not browser)

The Autosave feature prevents changes from being lost after an unexpected interruption.

1. Open the files you were working on before the unexpected shutdown.
2. When prompted, click Yes to open the files that were automatically saved.
3. Save the files with the same names as the files you were originally working on.

### If automatic saving is disabled, enable it from the Preferences dialog box

1. Choose **Edit > Preferences**.
2. In the left column, select Documents, and then select Automatically Save Document Changes To Temporary File Every <X> Minutes.
3. In the Minutes box, specify how often you want to save files.



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# Acrobat Reader Help / Copy content from PDFs

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## Copy text and images from PDFs

### Copy an area of a PDF (Reader DC application only, not browser)

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## Copy text and images from PDFs

You can easily copy content in Acrobat Reader DC, unless the PDF author has applied security settings that disallow copying.

### Confirm that content copying is allowed

1. Right-click the document, and choose **Document Properties**.
2. Click the **Security** tab, and review the **Document Restrictions Summary**.

### Copy specific content from a PDF

1. Right-click the document, and choose **Select Tool** from the pop-up menu.
2. Drag to select text, or click to select an image.
3. Right-click the selected item, and choose **Copy**.

### Copy an entire PDF (Windows Reader DC application only, not browser)

- Choose **Edit > Copy File to Clipboard**.

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## Copy an area of a PDF (Reader DC application only, not browser)

The Snapshot tool copies an area as an image that you can paste into other applications.

1. Choose **Edit > Take A Snapshot**.
2. Drag a rectangle around the area you want to copy, and then release the mouse button.
3. Press the Esc key to exit Snapshot mode.

In another application, choose **Edit > Paste** to paste the copied image.

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# Acrobat Reader Help / Print PDFs

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[Print button missing?](#)

[Print a PDF](#)

[Common printing tasks](#)

[Why can't I print my document?](#)

[Simulate overprinting of inks](#)

[What should I do if Acrobat Reader DC is asking to save a file when a document is printed?](#)

[What should I do to print comments available on the PDF document?](#)


[Acrobat Reader DC crashes on printing / Acrobat Reader DC does not Print after clicking Print button](#)

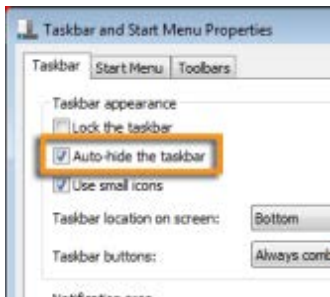
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## Print button missing?

If you can't see the Print and Cancel buttons, your monitor is set to a low screen resolution. Reader wasn't designed for low-resolution displays (the minimum recommended is 1024 x 768). However, you can work around this limitation. Do any of the following to print your document:

- Press Enter or Return.
- If a scroll bar appears on the right of the dialog box, drag the slider down to access the buttons.


 (Windows) On some monitors, the Windows taskbar covers the Print button. You can hide the taskbar so it appears only when you mouse to the bottom of the screen. Right-click the taskbar and choose Properties. In the Properties dialog box, select Auto-hide the Taskbar, then click OK.



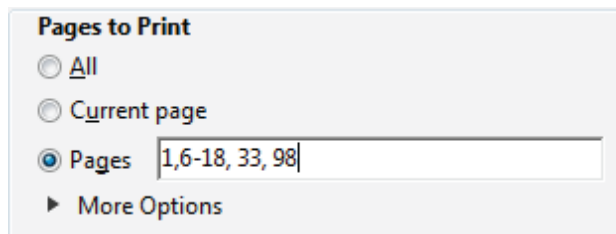
Set the Taskbar properties to hide the taskbar so you can select the Print button

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## Print a PDF

1. Choose **File > Print** or click  icon in the toolbar.

2. Select a Printer and number of Copies to print.
3. (Optional) Click Properties to open the Printer properties. For more information, see your printer documentation.
4. Under **Pages to Print**, select an option:
  - **All** - prints all pages in the PDF.
  - **Current page** - prints the current page in the PDF.
  - **Pages** - specifies a subset of pages to print. You can enter individual page numbers, a range, or a combination. For example: 1, 6-18, 33, 98.
  - **More options** - specifies additional options such as even or odd pages, and reverse pages.



5. Specify other options as per your requirements:

- Page Sizing & Handling
- Orientation
- Comments & Forms

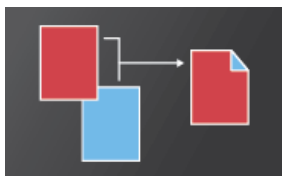
 As you change the settings, the print preview is displayed. Click the arrow buttons at the bottom to preview the other pages.

6. If necessary, click **Page Setup** to change the paper size, paper source, or orientation.
7. Click Print.

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## Common printing tasks

### Print on both sides



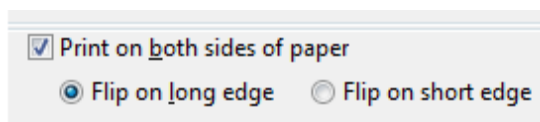
You can print double-sided if your printer supports double-sided (duplex printing) feature.

**Note:** Double-sided printing is also called duplex, back to back, front and back, or two-sided printing.

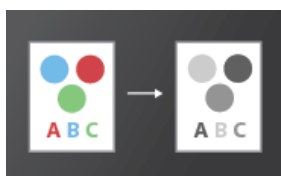
The printer driver controls the options, not Adobe Acrobat DC or Adobe Reader DC. Check your printer documentation to see what features your printer supports.

- In the **Print** dialog box, enable **Print on both sides of paper**, and choose an edge to flip.

**Note:** There could be a scenario when a printer actually supports duplex printing and this option does not appear on Print dialog. In such cases, open the printer properties to directly access this option from printer preferences.

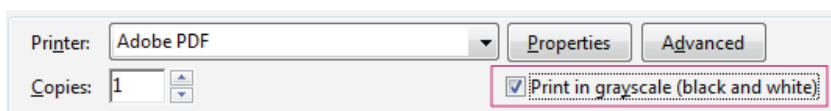


## Print in black and white

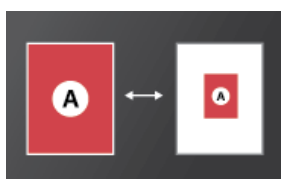


You can print a color PDF in shades of gray (also known as grayscale or composite gray).

- In the Print dialog box, enable Print in grayscale.

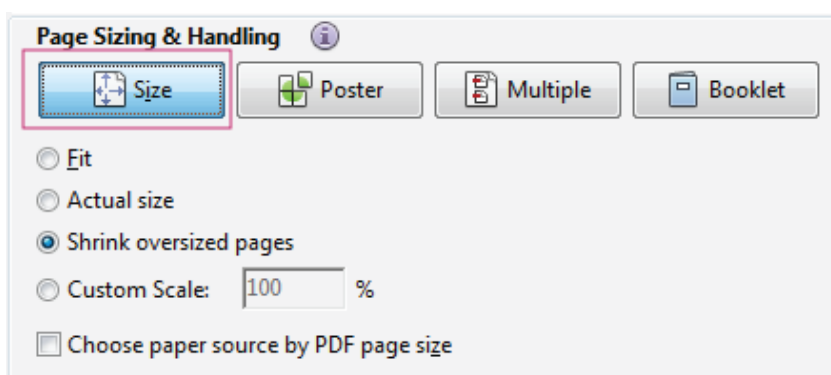


## Print at a different size



You can scale the page to shrink or enlarge pages when you print. You can automatically scale to fit the paper or manually scale by percentages.

- In the **Print** dialog box, click **Size** and then specify the scaling options.

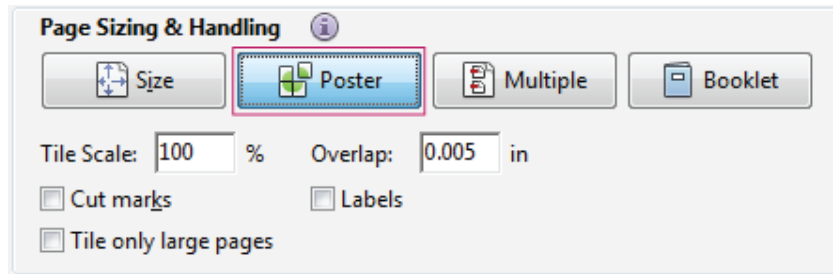


## Print large-size documents

You can print a large format document, such as a poster or banner, by splitting the page across multiple sheets of paper (called "tiling"). The Poster option calculates how many sheets of paper are needed. You can adjust the size of the original to best fit the paper and specify how much each "tile" overlaps. You can then piece together the tiles.



- In the **Print** dialog box, click **Poster** and then specify the tiling options.

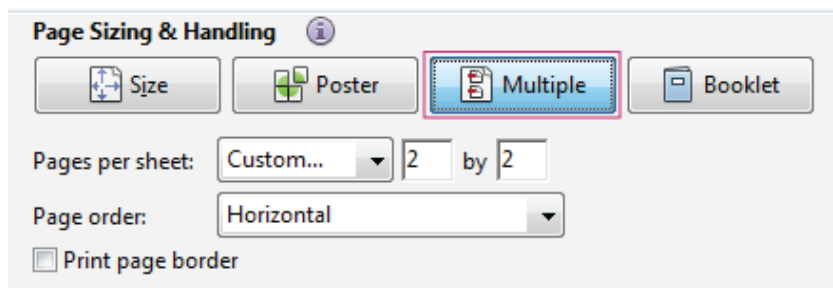


## Print multiple pages on a sheet



You can print more than one page of a PDF onto a single sheet of paper. Printing multiple pages per sheet is also called n-up printing (such as 2-up or 6-up). You can specify how the pages are ordered, either horizontally across the page or in vertical columns.

- In the **Print** dialog box, click **Multiple** and then specify the pages to print on a single sheet and other related options.



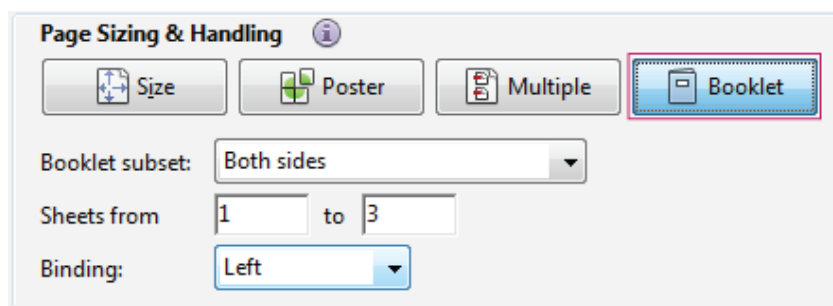
## Print booklets



You can print a multipage document as a booklet. The pages are laid out two per sheet. When you collate, fold, and staple the double-sided sheets, the result is a single book with the correct page order.

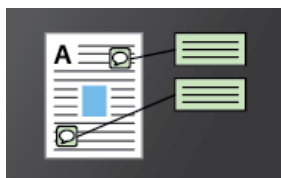
- In the **Print** dialog box, click **Booklet** and then specify the booklet options.





For step-by-step instructions, see [Print Booklets and PDFs](#).

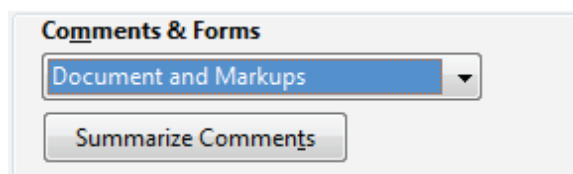
## Print comments



You can print comments in place (like sticky notes on a page), in a list, or as a summary.

In the **Comments and Forms** area, do one of the following:

- Choose an option from the drop-down list.
- Click **Summarize Comments**.



## Print a portion of a page



You can print a portion of a page in a PDF. Use the Snapshot Tool to select just the area you want to print. The area can be text, graphics, or both. You can print the selected area full size or resize it to fit the paper.

1. Choose **Edit > Take A Snapshot**.
2. Draw a rectangle to select a portion of a page.
3. Choose **File > Print**.
4. In the **Print** dialog box, click **Selected graphic**.

**Pages to Print**

All

Current page

Pages

▼ **More Options**

Selected graphic

Odd or Even Pages:

Reverse pages

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## Why can't I print my document?

### Start with these troubleshooting tips

Printing problems can have various causes. To identify the issue, start with this helpful tech note: [Troubleshoot PDF printing | Acrobat, Reader](#)

### The PDF is password protected, and printing is not allowed

If you receive a password-protected PDF, enter the designated password to print the document. Some protected documents have restrictions that prevent you from printing, editing, or copying content in the document. If a document has restrictions on printing, contact the PDF author.

### (Windows only) Protected Mode is interfering

The default Protected Mode greatly enhances the security of Acrobat Reader DC. To determine if Protected Mode is interfering with printing, temporarily disable it. Right-click the document, and choose Document Properties. Click Advanced to view if protected mode is enabled.

To disable protected mode, choose Edit > Preferences and click Security (Enhanced) on the left. Deselect Enable Protected Mode At Startup. Close Reader, restart it, and try to print the document again.

**Note:** To ensure maximum security, when you finish printing, reselect Enable Protected Mode At Startup.

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## Simulate overprinting of inks

Overprint simulation approximates how blending and overprinting of colored artwork looks when printed on an offset press. You can simulate the effects of overprinting on a color desktop printer by selecting Simulate Overprinting in the Advanced Print Setup dialog box. Overprint simulation converts spot colors to process colors for printing. If you intend to use a file for final output, do not select Simulate Overprinting.

**Note:** Color printers vary greatly in color reproduction quality. For that reason, proofs from a service provider are the best way to verify the final output.



Three overlapping circles without overprinting (left) compared to three overlapping circles with overprinting (right).

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## What should I do if Acrobat Reader DC is asking to save a file when a document is printed?

In case Acrobat Reader DC is prompting to save a file when you click Print, then click Advanced print dialog and deselect the Print to File option.

### Note:

- Make sure that you have selected a physical printer to print upon and not Adobe PDFXPS/Send note or any other virtual printer.
- Print to File option was available on Print dialog itself until Acrobat 10.X versions.

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## What should I do to print comments available on the PDF document?

There are certain annotations (example: pop-up notes) which are available on the PDF document and the annotations do not print by default unless you want them to be printed.

This has been intentionally designed so that such annotations do not hinder the view of the content available behind them.

However, there may be cases when you do want them to be printed. To print the pop-up notes and other annotations:

1. Go to **Edit > Preferences**.
2. Select **Commenting** from the **Categories** list.
3. Enable the option **Print Notes And Pop-ups**.

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## Acrobat Reader DC crashes on printing / Acrobat Reader DC does not Print after clicking Print button

This could happen due to an Adobe Acrobat DC installation file corruption. To resolve this issue, ensure that you are using the latest version of Adobe Reader DC/ Acrobat DC application.

If you are seeing this issue with the latest version:

1. Uninstall Acrobat Reader DC using the [Acrobat cleaner](#) utility.
2. Reinstall Acrobat Reader DC.



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# Acrobat Reader Help /

## Protected View feature for PDFs (Windows)

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[Protected mode](#)

[Protected view](#)

[Privileged Locations](#)

For added security, Acrobat Reader DC contains a protected mode and protected view to keep your computer safe. With Protected Mode enabled, all operations required by Acrobat Reader DC to display the PDF file are run in a restricted manner inside a confined environment, the “sandbox.”

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### Protected mode

By default, Adobe Reader DC runs in protected mode to provide an added layer of security. In protected mode, malicious PDF documents can't launch arbitrary executable files or write to system directories or the Windows Registry.

To check the status of protected mode, choose File > Properties > Advanced > Protected Mode.

Protected mode is enabled by default. To specify the settings, do the following:

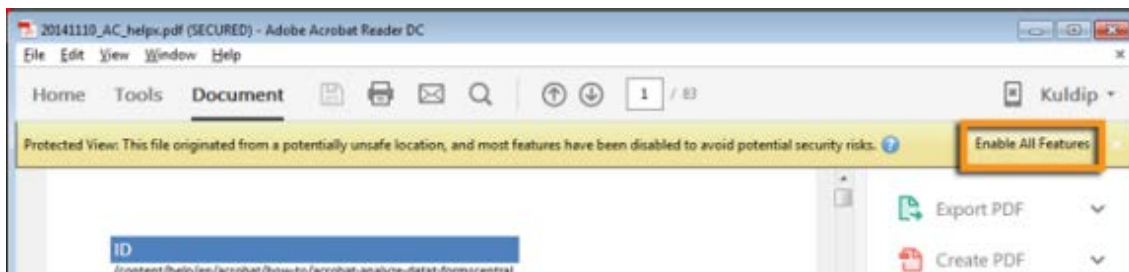
1. Choose **Edit > Preferences**.
2. In the **Categories** list on the left, select **Security (Enhanced)**.
3. In the **Sandbox Protections** section, select or deselect **Enable Protected Mode At Startup**.
  - Enable **Create Protected Mode Log File** to record events. The changes take effect the next time you start the application.
  - Click **View Log** to open the log file.

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### Protected view

For additional security and to avoid potential security risks associated with files that may have originated from unsafe locations, use the Protected View mode. In the Protected View mode, most features are disabled. You can view the PDF, but not do much else.

In the Protected View, a yellow bar displays on top of the Reader DC window. Click Enable All Features to exit the Protected View.



*Protected View information bar*

To modify when the Protected View is used, do the following:

1. Choose **File > Preferences**.
2. In the **Categories** list on the left, select **Security (Enhanced)**.
3. In the Sandbox Protections area, select an option for **Protected View**:
  - Off
  - Files From Potentially Unsafe Locations
  - All Files

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## Privileged Locations

You can add specific files, folders, and hosts to privileged locations to selectively trust PDF files, and bypass the security restrictions.

Open the **Preferences** dialog box, select the **Security (Enhanced)** category, and under the **Privileged Locations**, do the following:

- To trust all documents with a valid security certificate, select **Automatically Trust Documents With Valid Certification**.
- To trust any sites you already trust in Internet Explorer, select **Automatically Trust Sites From My Win OS Security Zones**.
- To add only one or two PDFs from a location, click **Add File**.
- To create a trusted folder for multiple PDFs, click **Add Folder Path** or **Add Host**.
- To allow data to load from a website, enter the name of the root URL. For example, enter `www.adobe.com`, but not `www.adobe.com/products`. To trust files from secure connections only, select **Secure Connections Only (https:)**.



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# Acrobat Reader Help / Save, view, and search PDFs

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## Save PDFs

[Why can't I save a PDF?](#)

[View and navigate PDFs](#)

[Zoom into a specific area](#)

[Find information in a PDF](#)


[View and search a PDF Portfolio](#)

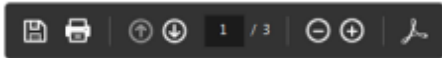
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## Save PDFs

If the PDF author has enabled local saving, you can save a copy of a PDF or PDF Portfolio.

### Reader application or web browser

- To save a PDF, click the **Save File** icon  in the Heads Up Display (HUD) toolbar at the bottom of the PDF view.



*The HUD toolbar in a web browser*

### Acrobat Reader DC application only

- To create a copy of a PDF, choose **File > Save As**.
- To save the PDF as accessible text, choose **File > Save As Other > Text**.

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## Why can't I save a PDF?

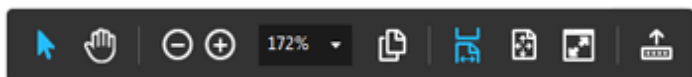
Because the PDF author has disabled local saving for security, copyright protection, or other reasons.

If you need to save the PDF, contact the author, and ask them to enable local saving. For more information, see [Enable Reader users to save form data](#) in Acrobat Help.

## View and navigate PDFs

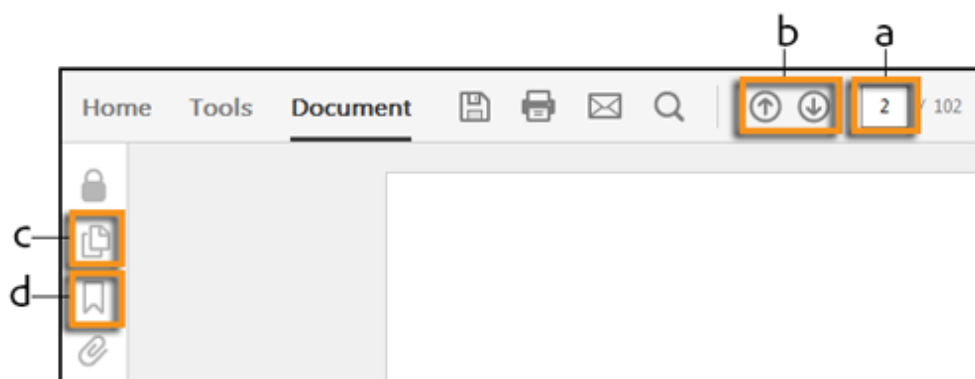
Do any of the following:

- In Acrobat Reader DC, to enlarge or reduce the page, use the zoom, magnification, and fit options in the HUD toolbar at the bottom of the PDF view.



The HUD toolbar contains - Selection, Zoom, Magnification, Page Thumbnail, and Page Fit options

You can also use the quick navigation options available in the main toolbar and the left navigation pane.




Quickly navigate with these options

- **a**: To go to a specific page, specify the page number and press Enter.
- **b**: To quickly navigate to the next and previous page.
- **c**: To navigate visually, click the **Page Thumbnails** icon in the left navigation pane.
- **d**: To jump to areas of interest, click the **Bookmarks** icon in the left navigation pane.

To set scrolling and multi-page view options, choose View > Page Display menu. In the browser, right-click the Acrobat Reader DC toolbar and choose Page Display.

## Zoom into a specific area

- Right-click the document and choose **Marquee Zoom** from the pop-up menu. Then drag across the area you want to magnify.
- (Acrobat Reader DC application only, not browser) From the **View > Zoom** menu, choose **Dynamic Zoom** , **Pan**



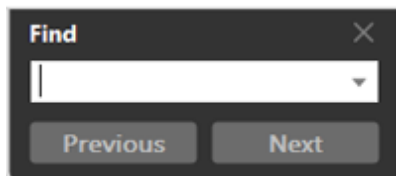
& **Zoom** , or **Loupe Tool** . For more information about each option, see [Adjusting PDF views](#) in Acrobat Help.

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## Find information in a PDF

To search page content, do either of the following:

- Right-click the document, and choose **Find** from the pop-up menu. In the upper-right corner of the document window, enter the search term, and click the **Next** or **Previous** buttons to navigate to each instance.



To display the search box, right-click the document, and choose *Find*.

- To perform a more complex search for whole words, phrases, comments, and other options, do either of the following:
  - In a web browser, press Ctrl+Shift+F to open the advanced Search pane.
  - In the Acrobat Reader DC application, choose **Edit > Advanced Search**.

At the bottom of the Search pane, click **Show More Options** to further customize your search. For more information, see [Advanced Search options](#) in Acrobat Help.

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## View and search a PDF Portfolio

A PDF Portfolio is a collection of files in various formats created in different applications. You can use the Reader search tools to find text throughout the PDF Portfolio. Type the text you want to find in the Search box in the PDF Portfolio toolbar. The search results show all files where the text was found.

- For PDF files, expand the list to see the results in context. Click a search result to go to the location of the text in the PDF.
- For other types of files, click Open, and then search the file.

## Related links

- [View images, objects, or 3D-models](#)



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# Acrobat Reader Help / Accessibility features

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## [Keyboard alternatives to mouse actions](#)

### [Use a screen reader or magnifier](#)

### [Reflow text in a PDF](#)

### [Additional information](#)

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## Keyboard alternatives to mouse actions

Acrobat Reader DC and Acrobat DC have the same keyboard shortcuts. To view the full list, see [Keyboard shortcuts](#) in Acrobat DC Help.

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## Use a screen reader or magnifier

Use the Accessibility Setup Assistant to set up Acrobat Reader DC for either a screen magnifier or a screen reader.

- Choose **Edit > Accessibility > Setup Assistant**, and then select the options you want from each screen of the Setup Assistant.

## Use the Read Out Loud Text-to-Speech tool

Read Out Loud is a Text-to-Speech (TTS) tool that is built in Adobe Reader DC. It reads text contained within a document window.

To use Read Out Loud, you need Acrobat Reader DC and a Text-to-Speech engine installed on your system. Also the document must be accessible, otherwise it may not be read at all or it may be read in the wrong order.

To activate Read Out Loud:

1. In the **View** menu, choose **Read Out Loud > Activate Read Out Loud**.
2. Again go to **View > Read Out Loud** and then choose an appropriate option for reading:
  - To read the current page, choose **Read This Page Only**.
  - To read the entire document, choose **Read To End of Document**.

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## Reflow text in a PDF

You can reflow a PDF to temporarily present it as a single column that is the width of the document pane. This reflow view can make the document easier to read on a mobile device or magnified on a standard monitor, without scrolling horizontally to read the text.

- To reflow text, choose **View > Zoom > Reflow**.

In most cases, only readable text appears in the reflow view. Text that does not reflow includes forms, comments, digital signature fields, and page artifacts, such as page numbers, headers, and footers. Pages that contain both readable text and form or digital signature fields do not reflow. Vertical text reflows horizontally.

**Note:** *You cannot save, edit, or print a document while it is in Reflow view.*

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## Additional information

[Setting your preferences to enhance onscreen viewing.](#)

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