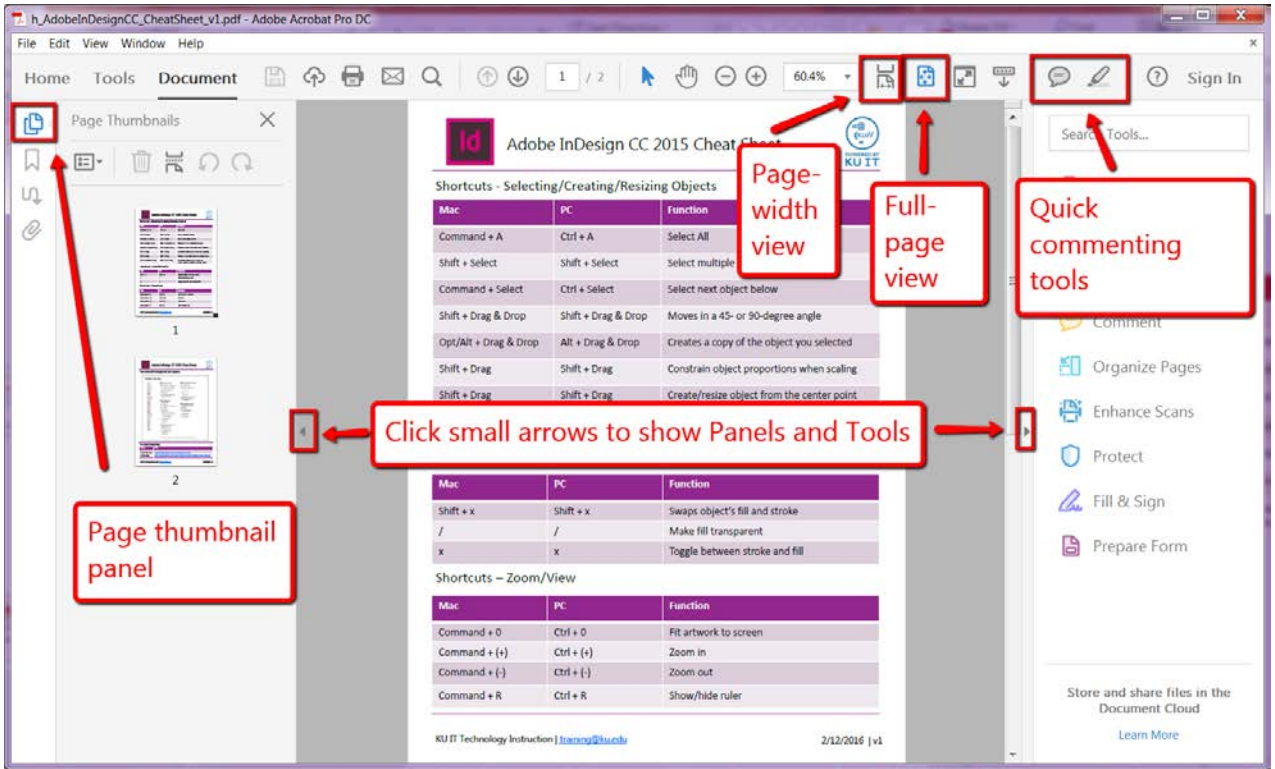




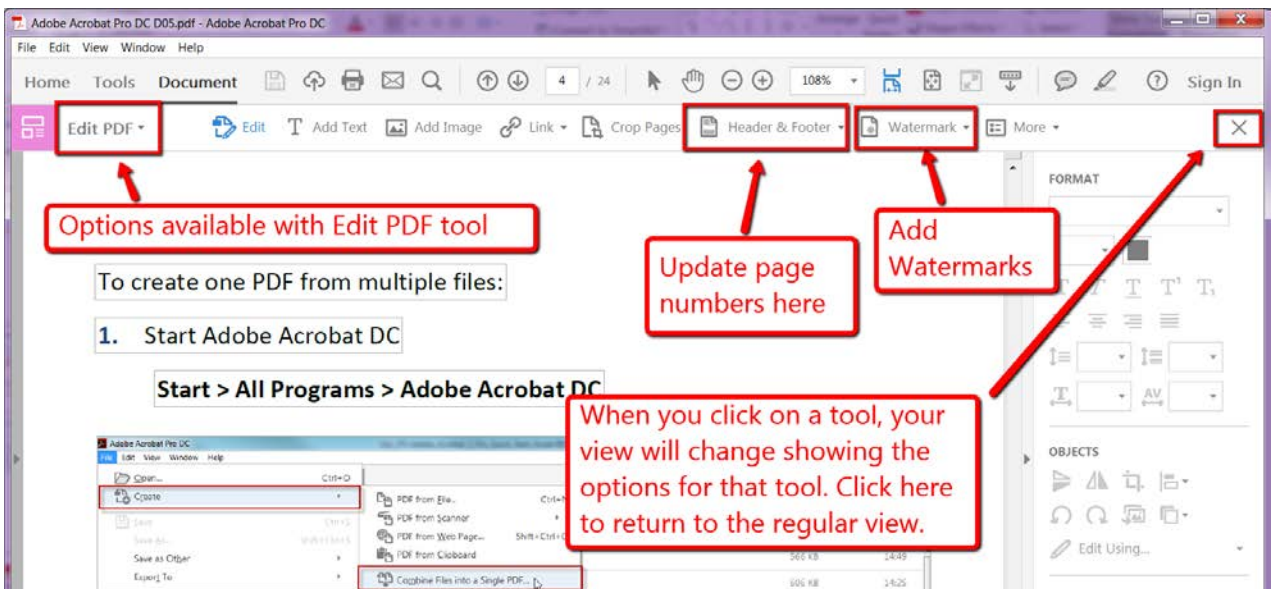
# Adobe Acrobat DC - Cheat Sheet



## Navigating the New Interface



## New Tool View





# Adobe Acrobat DC - Cheat Sheet



Mac	PC	Function
Command + A	Ctrl + A	Select All
Shift + Select	Shift + Select	Select a series of pages
Command + Select	Ctrl + Select	Select multiple pages not in a series
Command + Drag & Drop	Ctrl + Drag & Drop	Make a copy of a page while inserting it

## To create one PDF from multiple files:

1. Launch Adobe Acrobat DC
2. Click on File> Create > Combine Files into a Single PDF...
3. In the Combine Files dialog window click the **Add files...** button then click **Add files...** to select the files you want to add. Or, drag and drop the files to the window.

**TIP:** You can combine PDFs as well as Word documents and Excel workbooks into PDFs.

4. If you need to rearrange the order in which your files will be combined, you can do so by dragging and dropping them in the order of your choice.
5. Once you have added all the files you want, click on **the Combine button** in the top right corner.

## Extract Pages:

- Using the page thumbnail panel (screen shot on other side), select the page thumbnail in the panel, right click, and choose Extract Pages...

## Change the order of pages:

- Using the page thumbnail panel (screen shot on other side), you can easily reorder pages by dragging and dropping them within the panel.
- Right click on the page in the thumbnail panel to see more options

## Delete pages:

- Using the page thumbnail panel (screen shot on other side), select the page thumbnail in the panel and click the delete icon or press the Delete key on the keyboard.

## Rotate pages:

- Using the page thumbnail panel (screen shot on other side), select the page thumbnail in the panel and click the rotate icon.

## Tutorial & Help Sites

Name	URL
Adobe Tutorials	<a href="https://helpx.adobe.com/acrobat/tutorials.html">https://helpx.adobe.com/acrobat/tutorials.html</a>
Adobe Guide to acrobat DC	<a href="https://helpx.adobe.com/pdf/acrobat_reference.pdf">https://helpx.adobe.com/pdf/acrobat_reference.pdf</a>
Adobe Help	<a href="https://helpx.adobe.com/support/acrobat.html">https://helpx.adobe.com/support/acrobat.html</a>