



Adobe Acrobat

Presented by.
Adobe Team VST ECS

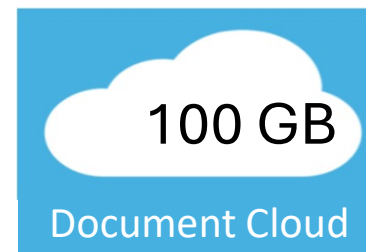


 Adobe Acrobat

- Email (Log in)
- Admin Console
- E-Signature
- Web browser
- Mobile App
- Cloud Storage



+







Adobe Acrobat Solutions

Acrobat Standard

PDF app with capabilities to edit, convert, and e-sign.

- Edit and Convert PDFs
- Sign documents, request signatures, and track responses in real time
- Integrated with Microsoft 365, Google Drive, Dropbox, and Box

AI Assistant for Acrobat
available as an add-on

Acrobat Pro

PDF solution with full conversion and editing capabilities, advanced e-sign features, and more.

All the Acrobat Standard features plus

- Get advanced sign features like bulk send, web forms, and branding
- Turn scanned paper documents into instantly searchable, editable PDFs
- Compare two files and redact sensitive information

AI Assistant for Acrobat
available as an add-on

NEW!

Acrobat Studio

AI Assistant Built into Acrobat to answer questions, summarize content, and extract insights directly from documents.

Specialized Assistant

Teams can deploy specialist & custom assistants tuned to specific functions like legal, finance to guide users with confidence and transparency.

PDF Spaces AI-powered workspaces to group files, links, and notes, so teams can collaborate on Spaces to achieve shared goals.

Adobe Express branded visuals, reports, and decks using fast-start templates - right inside the workflow.



Acrobat Pro



Create and export PDFs
from desktop



Edit text and images
with auto-reflow



Request E-signature
Unlimited transactions



Combine multiple
documents in one PDF file



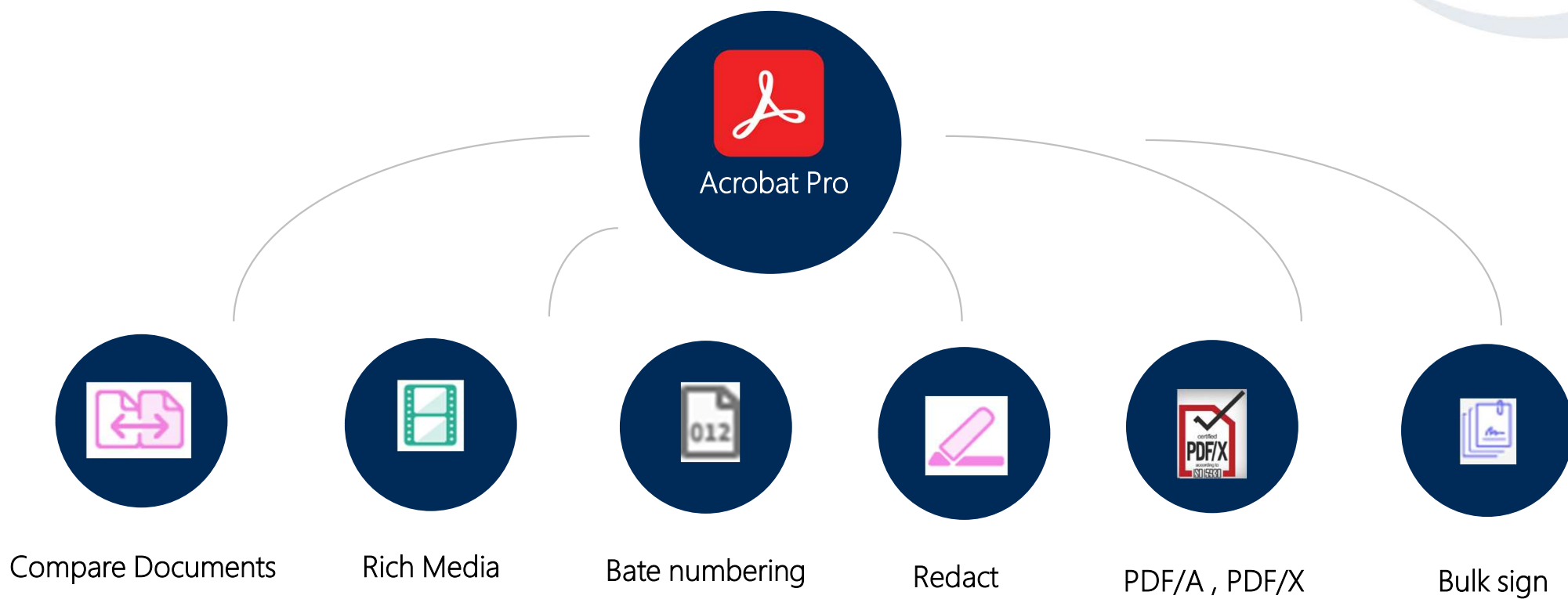
Fill, sign, and send
forms fast from your
computer



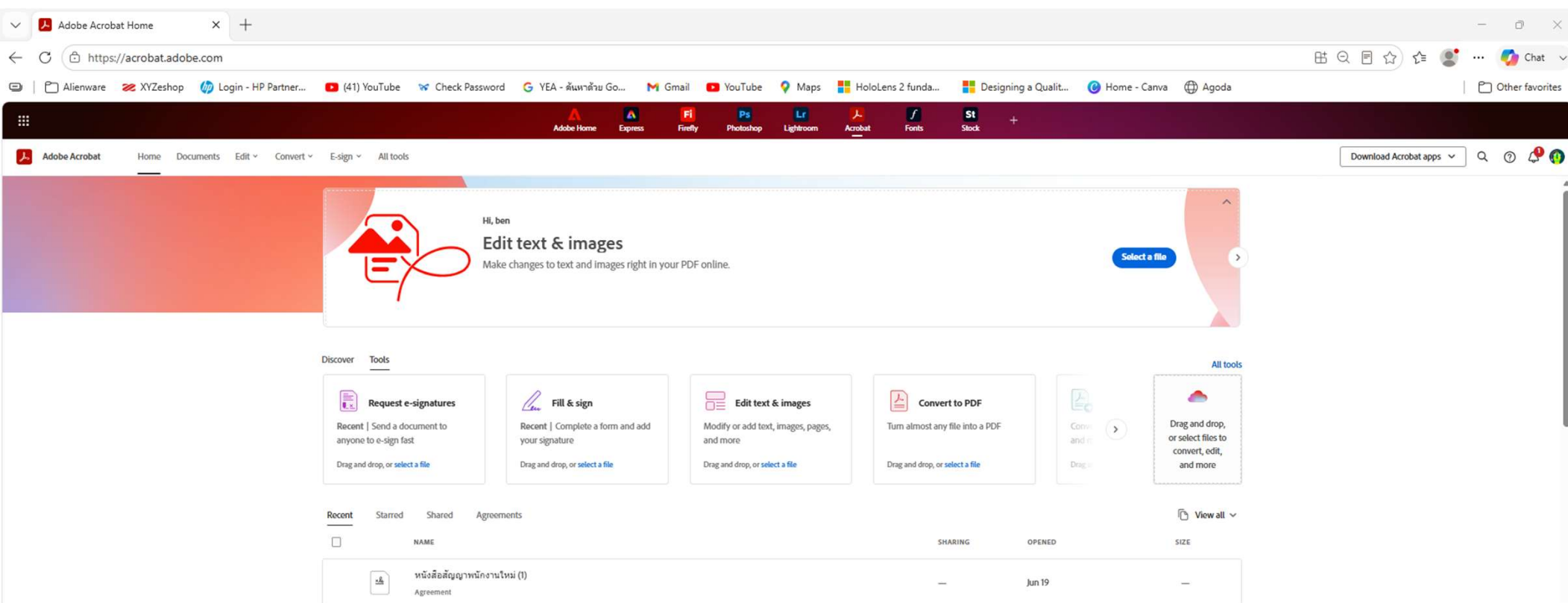
Mark PDFs with
stamps, such as
"approved" or "draft"



Protect PDFs



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Modify or add text, images, pages, and more

Drag and drop, or [select a file](#)

Convert to PDF

Turn almost any file into a PDF

Drag and drop, or [select a file](#)

All tools

Drag and drop, or select files to convert, edit, and more

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Topic : Acrobat Pro Beginner Training

Introducing programs and tools แนะนำโปรแกรมและเครื่องมือ
Create and edit a PDF

- สร้าง PDF จากแผ่นงานเปล่าและรูปภาพ
- แก้ไขข้อความและรูปภาพ
- เพิ่ม Link ให้กับ PDF
- สร้างลายน้ำให้ชิ้นงาน
- การรวมไฟล์ (Combine File)
- การจัดเรียง PDF (Organize)
- การใช้งาน prepare a form
- การสร้างและบันทึกลายเซ็นด้วยอิเล็กทรอนิกส์ e-sign

Export PDF To Microsoft file การส่งออก PDF ไปยัง ไฟล์ Microsoft
แนะนำฟีดแบ็ก Ai assistant for acrobat



Create and export PDFs from desktop

Convert other file formats to PDFs

อัปเดตครั้งสุดท้ายเมื่อ 5 พ.ย. 2025

Learn how to convert Word, Excel, images, and other file formats to high-quality PDFs using Acrobat.

Microsoft Office documents

Windows

- 1 Open the document in Word, Excel, or PowerPoint
- 2 From the top menu, select the **Acrobat** tab.
- 3 Select **Create PDF**.



Edit text and images

How to edit PDF files:

- 1 Open a file in Acrobat.
- 2 Click on the “Edit PDF” tool in the right pane.
- Use Acrobat editing tools:

 - Add new text, edit text, or update fonts using selections from the Format list.
 - Add, replace, move, or resize images on the page using selections from the Objects list.
 - Click the other tools to edit your PDF further. You can add a watermark and annotate PDFs too.
- 4 **Save your edited PDF:** Name your file and click the “Save” button. That’s it.



Request E-signature

Supported formats include DOC, DOCX, RTF, XLS, XLSX, PPT, PPTX, TXT, CSV, HTML, HTM, TIFF, TIF, BMP, GIF, JPG, JPEG, and PNG.

- 1 Select **E-Sign** > **Request e-signatures**.
- 2 In the dialog box, enter the recipient's email and name. Then, select **Prepare document**.
- 3 To add more recipients, select the plus icon and choose **Add recipient**, **Add yourself**, or **Add CC**.
- 4 To specify a signing order, check the **Recipients must sign in order** checkbox and drag names to rearrange.
- 5 Select **Prepare document**.



Combine multiple documents

- 1 Select **Menu > Combine files** (Windows) or **File > Combine files** (macOS).
- 2 Select **Add Files** and select the files you want to combine. You can also drag and drop files into the **Combine files** window.

Note

When you select **Combine files** with files already open in Acrobat, those files are automatically included in the merge. You can choose **Add open files** to proceed.

- 3 Arrange the files and pages as desired:
 - Drag and drop thumbnails to reorder pages.
 - Hover over a file and select the expand icon to view individual pages.
 - Select  to remove unwanted pages.
- 4 Select **Combine** in the upper-right corner.

Acrobat merges your selected files into a single PDF document. You can rename the merged file and save it at the desired location.



Fill and sign

- 1 Click the **Select a file** button above, or drag and drop a file into the drop zone.
- 2 Select the PDF document you want to fill in and sign.
- 3 Your file will be uploaded to Acrobat web. You must be signed in to complete the fillable form.
- 4 Use the tools in the Sign panel to fill in the form fields and add a signature to PDF.
- 5 Click **Next**.
- 6 Download your completed form or get a link to share your PDF online.



stamps

- 1 Select **All tools** > **View more** > **Add a stamp**.
- 2 Select **Stamp**, and then select a stamp from the listed categories.
- 3 Click anywhere on the document to place the stamp.

Protect

- 1 Select **All tools** > **Protect a PDF**.
- 2 In the left pane, select **Protect with password**.
- 3 In the dialog box that opens, select if you want to set the password for **Viewing** or **Editing**.
- 4 Type and retype your password in the password fields.
- 5 Select **Apply**.



Compare

- 1 Open Acrobat for Mac or PC and choose **"Tools" > "Compare Files."**
- 2 Click **"Select File"** at left to choose the older file version you want to compare.
- 3 Click **"Select File"** at right to choose the newer file version you want to compare.
- 4 Click the **Compare** button.
- 5 Review the **Compare Results** summary.
- 6 Click **"Go to First Change"** to review each file difference between the older document and the newer document.

Rich media

- Open Acrobat and choose the PDF file to which you want to add multimedia files.
- From the global bar in the upper-left, select **All Tools**.
- From the All tools pane, select **View more > Add rich media**.
- Then choose either the media , video or sound you want to add
- To add a video or sound to a specific area on a page, you can either drag or double-click the desired location. This action will open the Insert dialog box.
- To add a media file, either input the URL in the **File** field, or select **Choose** to find the media file, and then select **Open**.



Bate numbering

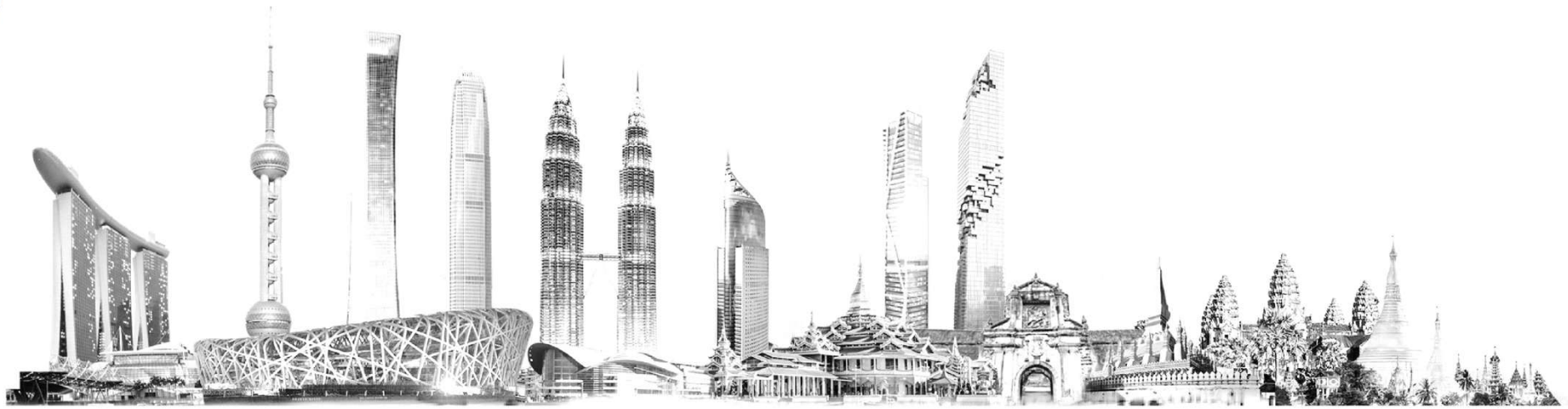
- 1 Open the PDF and select **Edit**.
- 2 Select **More > Bates numbering > Add** from the left pane.
- 3 In the **Bates Numbering** dialog box, select **Add files** and choose one of the following:
 - **Add Files:** Select individual PDF files to include
 - **Add Folders:** Select entire folders of PDF files
 - **Add Open Files:** Select from PDFs you currently have open in Acrobat
- 4 Select **Output Options** to specify:
 - Target folder for output files
 - File naming preferences
 - Other options as needed



Redacts

- 1 Select **All tools > Redact a PDF**.
- 2 From the left pane, select **Redact text and images**.
- 3 Select and drag the cursor over the text or image.
- 4 Select **Apply** from the left pane.
- 5 In the dialog box that opens, choose if you want to sanitize and remove hidden information by selecting the toggle button.
- 6 Select **Continue**.
- 7 Enter the filename and location in the **Save Sanitized Document** dialog box.
- 8 Select **Save**.

THANK YOU



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