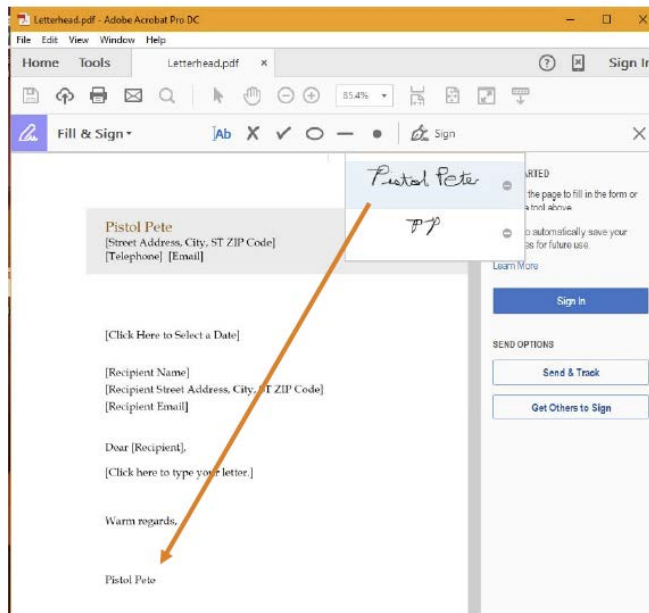


Adobe Acrobat Pro has become an essential tool in Extension offices. From creating PDF documents and forms to editing existing PDF documents, it often seems the power and options are endless with Acrobat. Here are a just a few of the many tools Adobe Acrobat has to offer.

First, Acrobat allows the user to edit existing PDF documents. This can be particularly useful if you have a PDF but not the original Microsoft Word document and you need to correct a date or typo. There is now also the ability to export PDF documents to Microsoft Word. However, the transition from PDF to a Word Doc is not always smooth and it is highly recommended to review the document to make sure formatting and text transitioned correctly.

Adding your signature can be a great function in Acrobat, especially if you fill out a lot of signed forms or send letters. It can be great for signing timesheets to send to your supervisor. Simply add your signature from a JPEG on your computer and then you have it whenever you need. For a detailed description for adding a signature in Adobe Acrobat, visit the DASNR IT support site:

<http://support.dasnr.okstate.edu/reference-materials/adobe-products/>



Reviewing or studying a PDF document, such as a manual or journal entry can be made easier by highlighting text or adding comments throughout. And these are just a few of the many tools Acrobat has to offer!

For additional useful tools Adobe Acrobat has to offer, make sure to tune in to the July Cooperative Conversation on July 14th! (<http://dasnr.adobeconnect.com/cc>). If you find you do not already have Adobe Acrobat on your computer, contact your support specialist to find out how you can have it added to your computer programs.

