Learn to edit, scan, *share* and highlight your course notes!

An all-in-one guide to creating digital study notes. Organise, read and digest all your course material better with Adobe Acrobat!

Use the Acrobat menu to edit, highlight, sort and save your PDF.

Side menu

- Create PDF — Create a new PDF
- Combine Files — Combine different PDF files into one document
- Edit PDF — Edit the text and images or markup your document
- Export PDF — Export and save your edited document
- Organize Pages — Reorder, change, and switch the orientation of your pages
- Send for Comments — Create and send a link to a peer or lecturer to comment on the document
- Comment — Create sticky notes and comments on the document. You can edit, resolve and delete them here
- Fill & Sign — Fill out a form or digitally sign your document
- Scan & OCR — Scan your document or upload from a file or scanner
- Protect — Add security and protection to your document
- Print Production — Set up and check the document for printing purposes, this is where you can convert colours to CMYK
- More Tools — Shows more tools and options to edit, save, add security and more to your document

Top menu

Zoom in/out · Page viewer · Highlight · Edit text and image

Move page up/down · Zoom percentage · Comment · Sign

Edit PDF

Need to change the layout, fix a typo or add content to your document?
Use the tools below to take your PDFs to the next level.

Side menu

- Choose and change your font
- Font size and colour
- Font details - bold, italic, underline, superscript and subscript
- Add dot points and what style of point
- Alignment of text - left, center, right and justified
- Adjust width of the letters and the spacing between the letters
- Adjust height and spacing of text lines and paragraphs
- Flip the image horizontal or vertical
- Crop and align the image
- Rotate the image
- Replace the image and arrange the order

Top menu

Crop pages in your document

Add text · Add image · Add or create weblinks · Add or create headers and footers

Object select

- Click and draw to rotate your image
- Anchor points to enlarge and re-size your image

Combine Files

With Adobe Acrobat, you can compile adhoc digital or hard copy notes and pages into one easy-to-read document.

Photo Scan documents with Adobe Scan

In a hurry? Use your mobile device to photograph, scan and then arrange your documents using Adobe Scan.

- Photograph documents
- Crop, rotate, recolour or cleanup pages
- Arrange photos into document page order
- Save PDFs and upload to Document Cloud

Scan Files

Digitise and edit hard copy documents with any computer or scanner with Adobe Acrobat.

Edit/enhance document · Crop, rotate and delete your page

Insert new page or document: from a file on your computer or from a scanner

Header and footer numbering

Sign Files

Fill & Sign

You can sign with your digital signature in Acrobat using Fill & Sign. Perfect for contracts, resumes or submissions.

Add text and print name/signature or mark

Sign Yourself: Type, draw or insert your own signature

Comment on document

Comment

Consolidate all your notes and feedback on the same document using the "Comment" function.

Add comment · Edit text: highlight, underline, cross and arrange · Text box, draw and erase

Add a comment box and tag collaborators

Create a link and share with others to comment