



# Welcome to Document Cloud

Here are four tips to get work done from anywhere with Adobe Acrobat, Adobe Sign, and Adobe Document Cloud services.

- 01 Work where you want
- 02 Prepare polished PDFs
- 03 Share files with others
- 04 Get help from Adobe

# 01 Work where you want

## *Flexibility and freedom*

Desktop, web, or mobile—it's up to you. Signed-in users can access files from any device.



### **Work on your desktop.**

View, comment on, fill, sign, and send PDFs in free Acrobat Reader. Acrobat Pro and Acrobat Standard subscribers can also use premium tools to create, edit, export, and organize PDFs.

**Use any browser.** Access commonly used PDF and signing tools in the browser of your choice.

**Work on the go.** Work with PDFs anytime, anywhere with the free Adobe Acrobat Reader and Adobe Scan mobile apps. Subscribers can unlock additional mobile features, including create and export. Subscribers to Acrobat Pro DC can even edit text and images on their tablets.

# 02 Prepare polished PDFs

## *Create, combine, and organize*

It's easy to create a PDF with the exact content you want.

**Make trusted PDFs.** Acrobat lets you turn practically anything into a high-quality PDF that looks great on any screen. Create a PDF from Microsoft Office files, a web page, scanned documents, and more.



**Merge multiple files into one PDF.** Combine different file types—spreadsheets, images, presentations, and web pages—into a single PDF file that's easy to share or archive.

**Organize pages.** Drag and drop to reorder pages. You can also insert, delete, or rotate pages on your desktop, tablet, or mobile device.

# 03 Share files with others

## *Send, track, and manage*

Now you can share files for viewing, commenting, or signature—and track status every step of the way.

**Share files fast.** Click, add, and send. It's that easy. And recipients can view on any device with no software required.

**Collaborate better.** Subscribers can also send files for signing or for review to collect group feedback in a single shared PDF file.

**Get notifications.** Sign in, and we'll let you know each time someone interacts with files you've shared.

**Manage your files.** You're in control. Track your file, forward it to others, or stop sharing at any time.



# 04 Get help from Adobe

## *We've got your back*

Take advantage of tutorials and forums—and share your feedback with the Document Cloud team.

**Get tutorials.** Become an expert with short videos and online instruction.

**Visit Adobe Forums.** Ask questions and find answers in Document Cloud forums.

