



Adobe Acrobat Pro PDF Cheat Sheet

The RPG, MAYS and SURF applications are fillable PDFs. Adobe Acrobat Pro is required in order to format text (bold, italic, etc.) and/or insert an image. Adobe Acrobat Pro is available free for faculty and staff on office computers and is also available on computers in the Addlestone Library for students/faculty to use.

Adobe Acrobat Pro Installation

To have Acrobat installed on your office computer contact the Helpdesk at helpdesk@cofc.edu

Text Formatting

- Right click in text field or highlight the text to format then right click
- Select **Text Style**
- Select formatting type to use (Bold, Italic, Underline, etc.)
- To unselect format type, follow directions above reselecting the type previously used

Note: If a text format has been selected it will have a check mark next to it.

Inserting an Image

- Go to **Tools**
- Click **Edit PDF**
- Select **Add Image**
- Find image file to insert then select **Open** to add it to the document

Note: To return to typing in text field, click Edit PDF and select Back to Document

Image Formatting

- To move image: place curser on top of image, hold down left click and move image to desired location
- To resize: select edge or corner of image to expand or decrease
- To access other formatting options (flip, rotate, crop, delete, etc.): right click on the image and select desired formatting option