A Quick How-To for PDFs:
How to View, Save, and Edit

* This was done through a Windows 10 PC. Your screen, windows, and buttons might look different

** If you do not have Adobe Reader or Acrobat, you can download them here. Sign in with your student credentials (MEID@maricopa.edu)

➢ https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html

HOW TO VIEW

PDFs can be viewed through Adobe Reader, Adobe Acrobat, and through a browser, such as Google Chrome, Firefox, Safari, etc.

➢ Reader – Free to download; has features such as commenting, signing, printing, and signing (i.e. filling out or signing something like a form)

➢ Acrobat – Requires account sign-in as it is the premium version of Reader; has additional features, such as editing and exporting

When viewing a PDF, it will open in your preferred browser or automatically in the Adobe version you have.

If the PDF does not open in your desired application, there are a couple of ways to change the default application for the future:

1. Right-click on the PDF file
2. Hover your mouse pointer over **Open with**
3. Select **Choose another app** at the bottom of the list
4. Choose your desired application
5. Make sure to checkmark **Always use this app to open .pdf files**. *This can be changed at any time*

Another way:

1. Right-click on the PDF file
2. Select **Properties**
3. Go to *Opens with* and select the **Change…** button, and you will be prompted with the same *How do you want to open this file?* Window
4. Choose your desired application
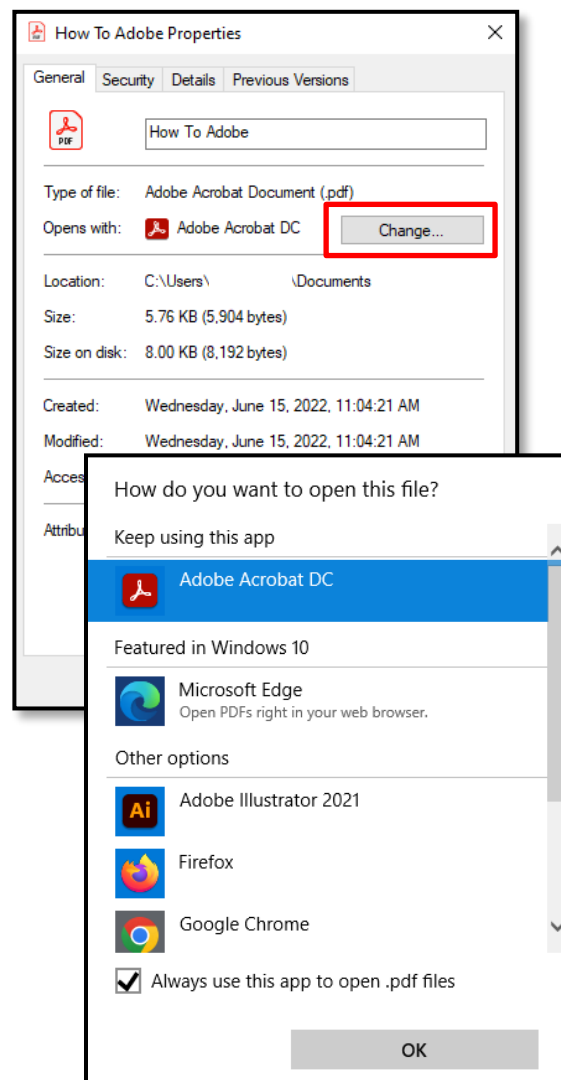
PDFs can also be opened in Word, but be aware that PDF format does not translate very well within other applications, such as Word or Google Docs. To view a PDF in Word, you can export it[1], or open the PDF through Word by following the above steps (steps 1 and 2). It can take up to a few minutes for the file to open. *Please also be aware that sometimes the files will appear as they did in their original form, however, it is possible for the formatting to be off or look nothing like the original file.*


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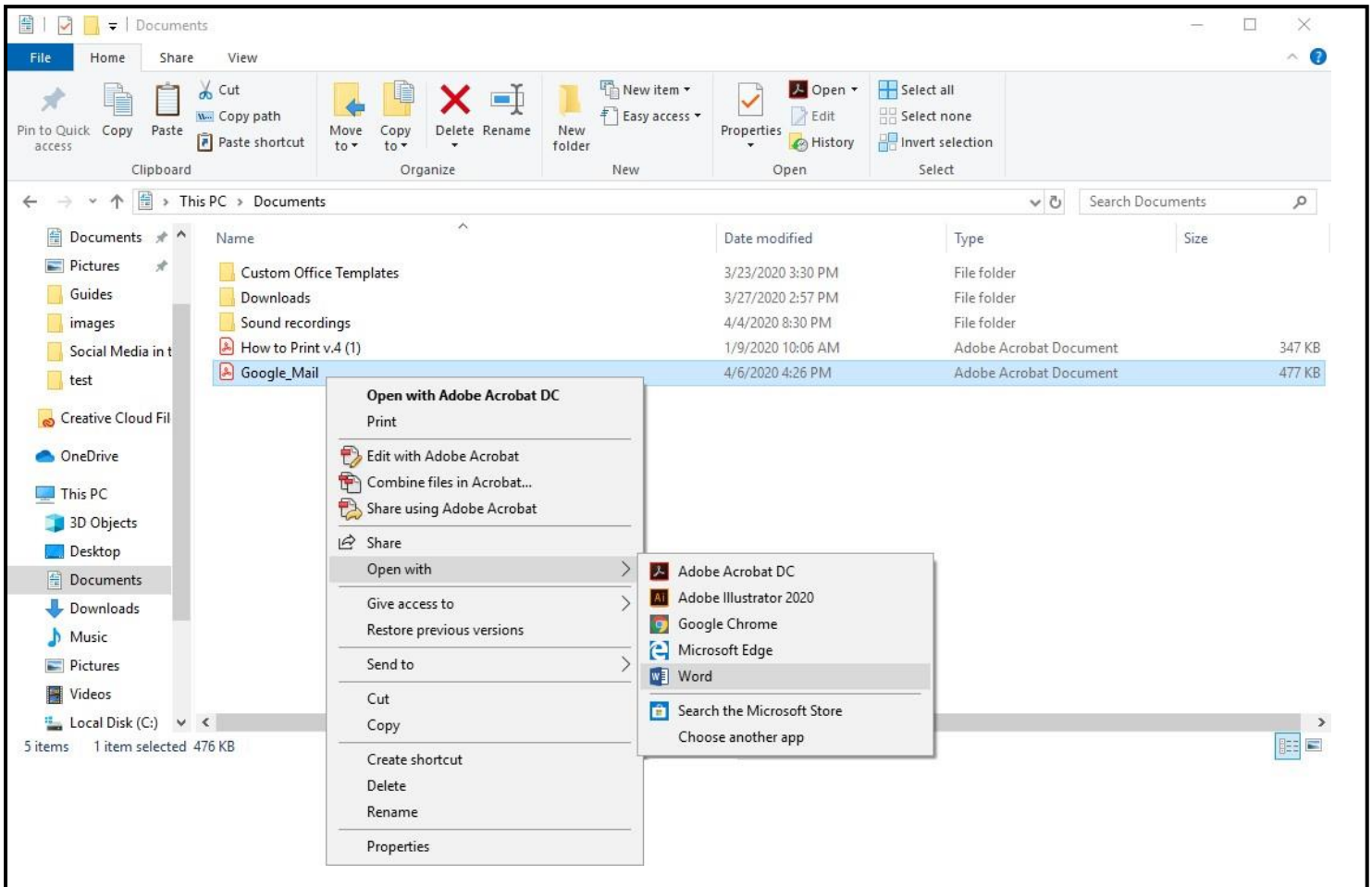
[1] Exporting can only be done in Adobe Acrobat. Please read the **How to Edit** section to see how

HOW TO SAVE

PDFs themselves can be saved within the application, and is recommended you do so, especially if it is a fillable form. A PDF that is opened through a link will either open through a browser or download automatically. *Please note that PDFs that open in a browser, such as a form through a government or company website, will not save any changes you make to it, as it is an original document owned by the creator.* However, a downloaded copy allows changes to be saved as it is *not* the original document.

To save a copy, click on the **Download** button at the top (the downward pointing arrow), or click the Print icon and select **Save as PDF** under **Destination**. Check the **Downloads** folder first if you are not prompted to save somewhere specifically.
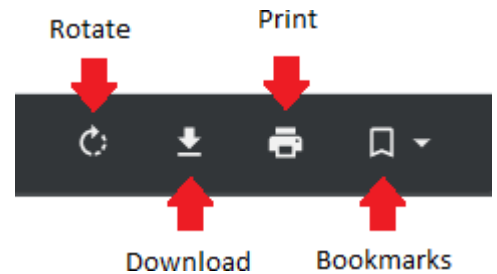
Like with any other application, always save the file in a place that is accessible, and save whenever *any* changes are made. PDFs can be especially finicky and may not save every change that is made.

CHANDLER-GILBERT COMMUNITY COLLEGE
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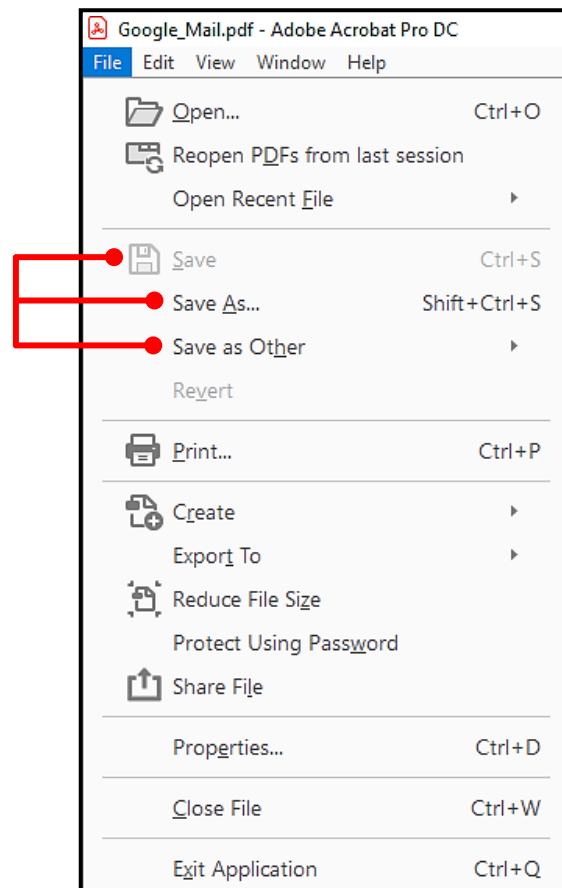
To save a Word document as a PDF:

1. Go to **File**, then select **Save As** and select your preferred save destination. There will be a dropdown list of file formats to choose from, as seen below.
   - **Save as Adobe PDF** is also an option in newer versions of Word
2. The default file type in Word is **Word Document (.docx)**. Look for **PDF**. Once the document is saved, the PDF copy of the file will open. *This will not overwrite the original file as it is a different kind of file format.*
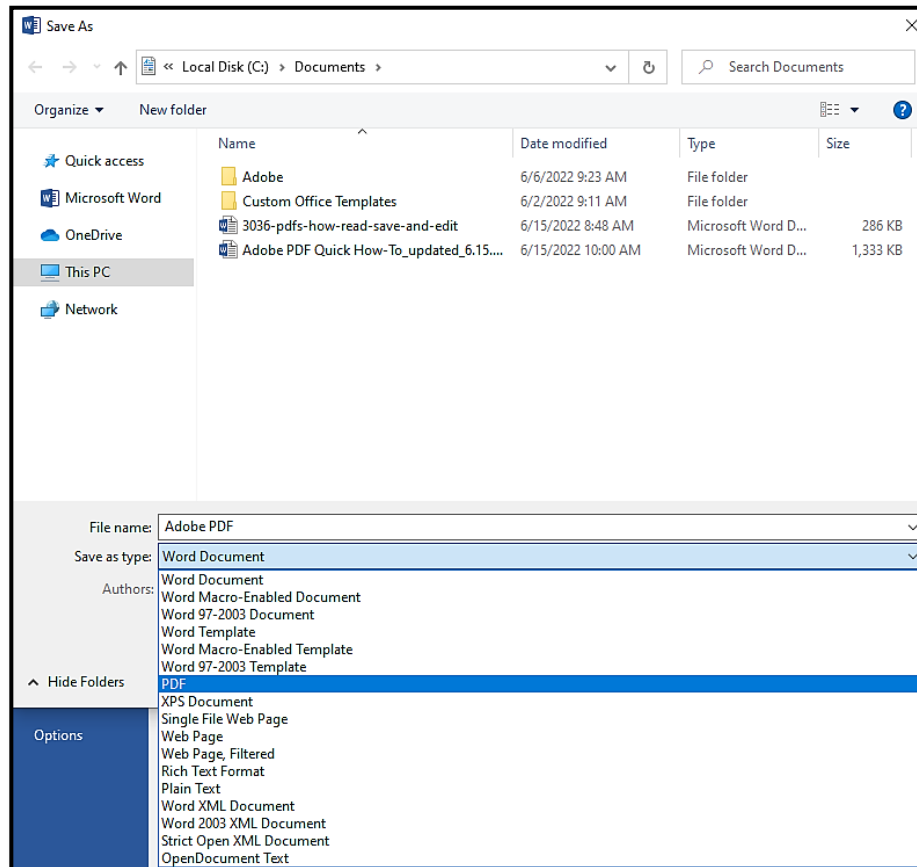

You can also save Google Drive files such as Google Docs, Slides, and Sheets, etc., as PDF files. To do so, all you have to do is:

1. Go to **File** in the top left of the document
2. Hover your mouse over **Download** to see the download options
3. Choose the **PDF Document (.pdf)** option
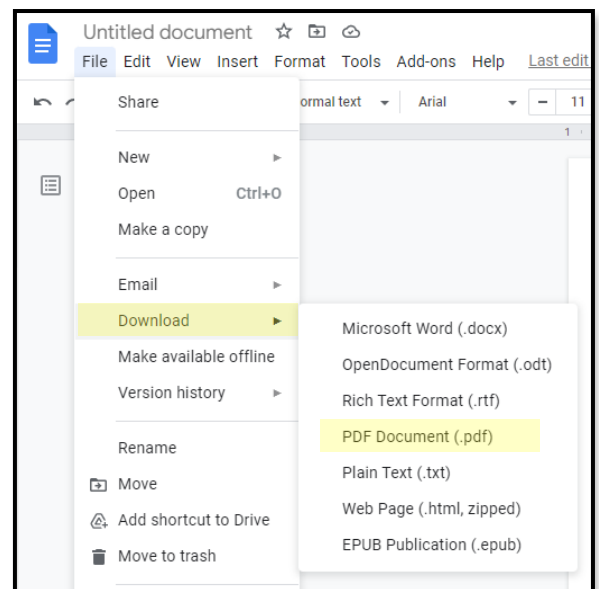
HOW TO EDIT

The editing capability is available *only* in Adobe Acrobat. This includes adding text, headers and footers, images, implementing links, attaching files, and more.
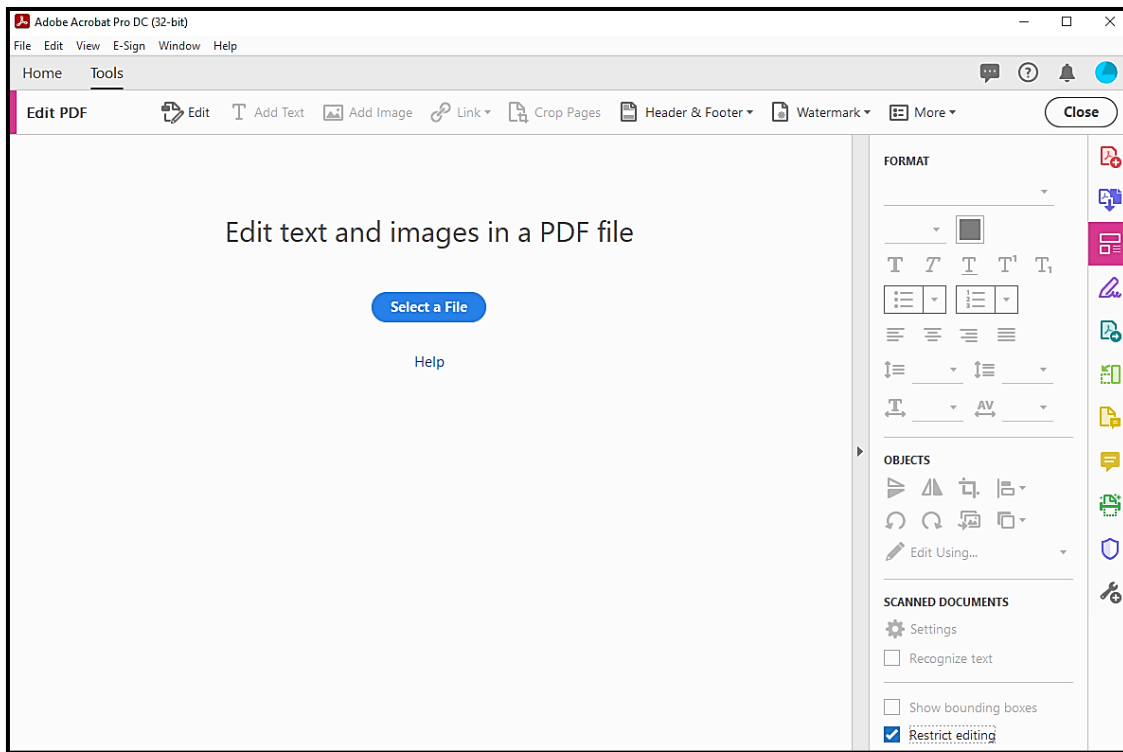
The editing capabilities are not the same as in Microsoft Word. Word allows for more editing and formatting as it is a word processor, while PDFs are meant for easy viewing and file transference. This is where Exporting comes in handy.

Exporting is not available in Adobe Reader, while it is in Adobe Acrobat. There are many online file converters that can help convert your file to a PDF.

If you have Acrobat, all you have to do is use the **Export PDF** tool and select the file you want totransfer. *The Word document version may not look exactly like the original PDF document.*