



Extending investments in Microsoft applications with Adobe Acrobat DC

Get more efficient ways of working with documents and collaborating with others on them

Employees are constantly seeking ways to be more productive by making the most of available resources, including the reuse of existing content. This presents IT with the opportunity to put easy-to-use tools and services directly into the hands of the workforce. Documents are the underpinning of office work, and PDF and Microsoft Office are the most commonly used formats in the everyday business workflow, along with Microsoft SharePoint. This paper illustrates how the combination of *Acrobat DC* and Office applications, as well as SharePoint and Microsoft Office 365, can simplify day-to-day tasks, paying dividends towards overall workforce productivity.

Acrobat DC with Office

A typical scenario is an employee who wants to use information from an existing PDF, but the source file isn't available. It's going to take too long to re-create, and the manager needs the slide deck for a meeting that afternoon.

The combination of Acrobat DC and Office lets users easily move content from popular Office applications, such as Microsoft Word, Excel and PowerPoint, to Acrobat and back again, avoiding the frustration associated with content stored in different file types.

Acrobat DC and Office together reduce the time spent on document tasks, such as retyping or reformatting, letting workers focus on higher value activities. The ability to quickly pull together content from different source files gives staff more time for analysis and sharing insights.

Recycle PDF content with export to Office

- Turn PDFs into editable PowerPoint files. Acrobat DC retains formatting so that users can update bulleted text, tables, objects and master layouts with ease.
- Convert PDFs into editable Word or Excel files. Acrobat retains paragraph formatting, tables and page layouts, allowing staff to focus on updating and editing the content.
- Save PDFs as single or multiple HTML web pages, complete with style elements for formatting and links and navigation options such as a table of contents.
- Convert scanned paper documents into editable Word, PowerPoint and Excel files, and reduce the dependence on paper processes.
- Select any combination of text, images and tables to export from a PDF document, and then save as an instantly editable Word, Excel, PowerPoint or HTML file with formatting intact.

Securely and reliably share with Adobe PDF

- Convert Word, Excel, PowerPoint and Outlook files to Adobe PDF files with one-button ease directly from the Office Ribbon. Also convert Microsoft Project files (Windows only). Only Adobe PDF complies with the full PDF standard, with comprehensive security and support included.
- Use the Open and Save dialog boxes in Acrobat to access documents stored in Office 365.
- Prevent PDFs from being edited by others by selecting the Protect PDF option when creating PDFs from within Word, Excel, Outlook and PowerPoint (Windows only).

Save time creating content with Acrobat DC

In addition to converting PDF to Office formats, it's also possible to make changes directly in the PDF document as well as easily combine different file types in a PDF.

- Edit text and graphic elements directly within a PDF. The new Edit Text & Images tool lets users add or replace text, adjust images and reformat fonts.
- Merge content from multiple sources—not only Office files, but also emails, web pages, scanned documents and images—into a single PDF that brings all the information together in one place. Use the thumbnail view to preview and arrange documents or individual pages—just like sorting presentation slides.

Acrobat DC with SharePoint and Office 365

SharePoint allows project teams to collaborate on documents and makes it easier to share and distribute them to others. But employees who use PDFs in their everyday workflow are slowed down by the extra steps needed to work with those files in SharePoint.

An easier way to work with PDFs in SharePoint

Acrobat DC delivers new capabilities and improvements for working with PDF documents stored in SharePoint and Office 365 to enhance the workflow.

- Open and edit PDF documents stored in either SharePoint or Office 365 from the Acrobat Open and Save dialog boxes. Mark frequently accessed locations in SharePoint as a "Favorite."
- Create and combine PDF files from SharePoint.
- Expand workplace options with support for the Mac OS platform.
- Work with PDF documents in Office 365 environments in a similar fashion to SharePoint.
- Check PDFs in and out directly from SharePoint into Acrobat without an extra Save step.
- Add all SharePoint metadata types to a PDF within Acrobat.
- Maintain version control for PDF documents in SharePoint.

Enhancing SharePoint with PDF workflows

The combination of Acrobat DC and SharePoint provides a more streamlined experience with PDF documents. Fewer steps encourage employees to participate in SharePoint processes rather than work around them via email and file sharing. PDF workflows complement and enhance SharePoint and Office 365 functionality by gathering form data and feedback on PDF documents within SharePoint.

- Merge content from multiple sources, such as SharePoint and Office 365, into a single PDF that brings all information together in one place.
- Directly access documents stored in SharePoint and Office 365 repositories with the Acrobat Action Wizard.
- Use the Action Wizard to standardize routine, multistep tasks as automated or guided Actions. Create, manage, execute and share a sequence of frequently used steps that can apply to a single PDF or batches of files.
- Use a SharePoint server to host data collection for PDF forms.
- Share PDF reviews in which participants can see and build on one another's comments using a SharePoint server.

Easily send documents for signature from within Microsoft Office

Acrobat DC subscription plans include an integration with the Adobe Sign e-signature service for individuals. With the *Adobe Sign* for Office 365 Plugin you can quickly and easily prepare your document within Microsoft Office and send out for an *e-signature* approval without the hassle of email and attachments. *Learn more* about how to download and start using the plugin and get more time back instead of managing signatures and approvals.

Unmatched security

Only Adobe and Acrobat DC offer the protection of the Secure Product Lifecycle, Adobe's unique, time-tested suite of security practices that govern everything from a multilayered "defense in depth" software architecture to a Common Controls Framework that ensures compliance across multiple areas, including data privacy, access control and more. As the inventor of PDF, Adobe's security practices are rooted in more than 20 years of experience working with digital documents and workflows.

Why Acrobat DC?

The new and improved capabilities of Acrobat DC offer the features and user experience that make an ideal complement to Office and SharePoint. Some of the must-have new features in Acrobat DC include:

- Create PDFs from Microsoft Word on Mac, with links intact
- Turn scanned paper documents into instantly editable PDFs
- Edit PDFs faster with full-page paragraph reflow and easy bullet updates
- Export PDFs to Word, Excel or PowerPoint with improved bullets and tables
- Fill, sign and send forms fast from anywhere with smart autofill
- Magically remove backgrounds and instantly adjust perspectives in document photos
- Access recently viewed files from your computer or mobile device

Summary

Employees are seeking ways to get things done faster and more easily, and they expect that the tools they commonly use will empower them to get work done as seamlessly as possible. With support for Microsoft Office 2007 and 2010, Office 365 and SharePoint 2007 and 2010, Acrobat DC unlocks more value from systems while increasing productivity.

For more information

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