

# Adobe Without Creative Cloud

## Quick Reference Guide

### General Information

Adobe initiated the move to a named-user licensing model. Under the provisions of this model, all employees will access the Adobe Creative Cloud products in a new way. If you only use Adobe for opening/printing PDF documents, or filling out or highlighting PDF forms, then you do **not** need to purchase a named-user license. The ability to save some file types as PDF (i.e. Word, Excel) is also still available without the named-user license. If you use Adobe for work outside of these parameters, or if you are unsure, contact your departmental or faculty Business Manager to request or inquire about a named-user license. This Quick Reference Guide will explain how to continue to use PDF documents without a Creative Cloud account.

**NOTE: Adobe Reader will continue to be installed on Humber computers. The option to Save As a PDF is also still available.**

### Adobe Reader – Open and Print

#### Opening with Adobe Reader:

If your computer has recently been reimaged you may encounter this window.

- 1) Simply highlight Adobe Reader DC.
- 2) To ensure your computer remembers, make sure you check the box that says “Always use the app to open .pdf files”.
- 3) Click **OK**.

Otherwise, go to the Start Menu and click on Adobe Acrobat Reader DC and navigate to the PDF document you wish to open.

### Printing with Adobe Reader

You have a variety of ways to send a PDF document to print.

- 1) Use the **Print** icon embedded in the Adobe toolbar.
- 2) Navigate to the **File**, then **Print**.
- 3) The shortcut command **Control + P** is another way of printing.

All three of these methods will open the **Print Dialogue** window and allow you to send the document to print on one of your installed network printers.

### Other Browsers – Open and Print

#### Opening with Chrome or Microsoft Edge:

- 1) Right-click on the PDF document you wish to open and select **Open With** and then choose the browser you wish to use.

**Note: Firefox will open a PDF but currently does not support filling in forms.**

- 2) You can set a browser to your preferred program to open PDF documents by selecting **Choose another app** instead of a browser, and then put a checkbox in the box for your computer to remember your preference.

## Create or Save As

You have a variety of ways to convert a file to a PDF document.

- 1) Click on the **File** in the toolbar menu.
- 2) Either use **Save As** or **Save as Adobe PDF**.
- 3) Navigate to where you want the file to be saved, and in the drop-down field, choose **Save as PDF**.

## Adobe on Mac

### Opening and Printing with Adobe:

- 1) Launch Adobe Reader installed on your computer and select **File**, then **Open** and navigate to the PDF document. Use the **Print** icon on the toolbar to print.

### Opening and Printing with Safari:

- 1) Launch an instance of Safari and select **File**, then **Open** and navigate to the PDF document. Use **File**, then **Print** to print.

### Opening and Printing with Preview:

- 1) If you do not have Adobe Reader installed on your Mac, you can still use **Preview** by double-clicking on the PDF document you wish to open. You can also open **Preview** and choose **File**, then **Open** and locate and select the PDF you want to open.

## Filling Out Forms

You can fill out and print a form in all ways discussed on this Quick Reference Guide except for on a Mac with **Preview**. If you need to fill out a form on a Mac, use either **Adobe Reader** if it is installed, or use **Safari**, as **Preview**, as the name implies, will only allow you to view or print the document.

## Help & Support

Please contact the I.T. Support Centre if you experience any issues.

Phone: 1 (416) 675-6622 ext. 8888

Web Chat: <https://humber.ca/techtalk>

Campus Location: A212 (Lakeshore) or Tech Zone – H109 (North) or IGS – 5th floor