

# Adobe

## (Life 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.

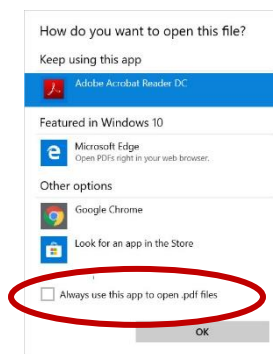
**NOTE: Adobe Reader will continue to be installed on Humber computers. The option to Save As a PDF is also still available.**

#### Adobe Reader – Open and Print

##### Opening with Adobe Reader:

If your computer has recently been re-imaged you may encounter this window.

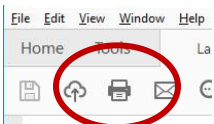
1. Simply highlight Adobe Reader DC.
2. To ensure your computer remembers, make sure you put a checkmark in the box.
3. Click **OK**.



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 → Print**.
3. The shortcut command **Control + P** is another way of printing.

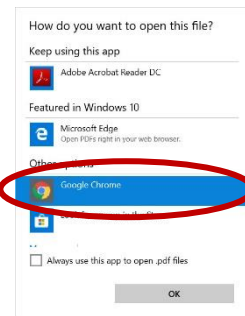
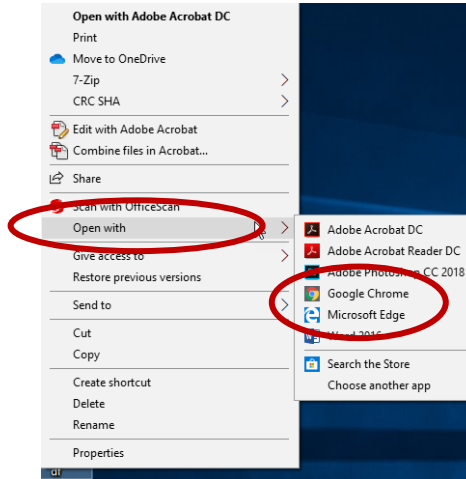
All three of these methods will open up the **Print Dialogue** window and allow you to send the document to print on one of your installed network printers.

## Other Browsers – Open and Print

### Opening with Chrome or Microsoft Edge:

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.**



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

### Converting Microsoft to PDF:

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

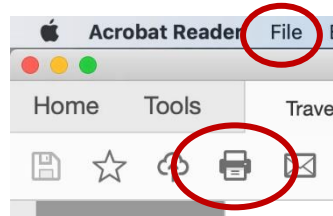
1. Click on **File** in the toolbar menu.
2. Either use **Save As** or **Save as Adobe PDF** to create your PDF.
3. Navigate to where you want the file to be saved, and in the drop-down field, choose **Save as PDF**.



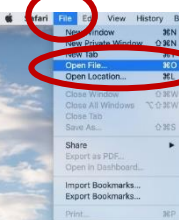
## Adobe on Mac

### Opening and Printing with Adobe:

Launch Adobe Reader installed on your computer and select **File** → **Open** and navigate to the PDF document. Use the **Print** icon on the toolbar to print.



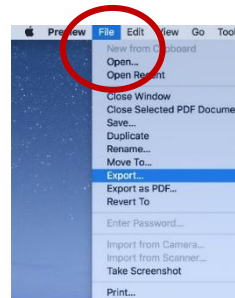
### Opening and Printing with Safari:



Launch an instance of Safari and select **File** → **Open** and navigate to the PDF document. Use **File** → **Print** to print.

### Opening and Printing with Preview:

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** → **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 with the exception of 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 difficulties.

☎ 416.675.6622 X8888

💬 [humber.ca/techtalk](https://www.humber.ca/techtalk)

✉ [SupportCentre@humber.ca](mailto:SupportCentre@humber.ca)

📍 A212 (Lakeshore) or NX210 (North)