

PDF Workflows

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Digital Learning Advisors

NSW Department of Education



Acknowledgement of Country

We recognise the Ongoing Custodians of the lands and waterways where we work and live. We pay respect to Elders past and present as ongoing teachers of knowledge, songlines and stories.

We strive to ensure every Aboriginal and Torres Strait Islander learner in NSW achieves their potential through education.

Mungo National Park. Willandra Lakes World Heritage Area.
Barkindji, Paakantyi, Mutthi Mutthi and Ngyiampaa Lands

Photo courtesy of Visit Mildura



Agenda

Why the changes?

Do you need a license?

Working with PDFs

Adobe Express

Canva

Resources

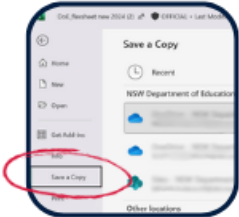
Educational Support Staff

ESS Staff Specific Webinar
Recording




NSW Department of Education
T4L Support Guides
Adobe Acrobat Reader
Sign and Save Flex Sheet

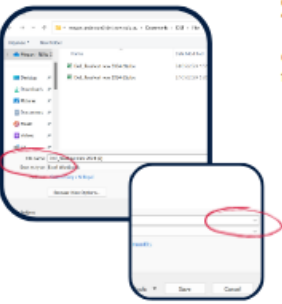
Step 1
Open and complete your flex sheet. Select **file** and **save a copy**.




Step 2
Under **other locations** select **browse**.



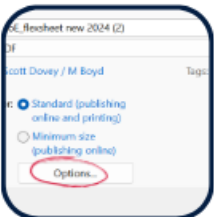
Step 3
Select the location you wish to save your file in and rename the file. Then, select the drop down arrow to the right of the **save as type** box.





Step 4
Choose the **PDF** format.



Step 5
The default for saving is set just to the active sheet in the file. If you will to adjust this to more than one page, select the **options** button and adjust your page range.



Step 6
Hit **save**.



Why have there been
licensing changes?

Do you need a
Creative Cloud licence?

NSW DoE Adobe Enterprise Agreement

School Based Staff, Non-School Based Staff and Students

The following is an overview of the Adobe tools that are available to staff and students under the NSW DoE Adobe Enterprise Agreement.

Free for everyone



Acrobat Reader

View, print, share, sign and comment on PDFs.

Free for all NSW DoE staff and students

Use your email address to log in | **Students@EDUCATION** and **Staff@DET**



Express

Create, edit and organise pages within PDFs.

Create basic documents, videos and web pages within a simple interface.

Access professionally designed templates.

Access Adobe Stock photos, videos, music, and more.



Fresco*

Draw and paint.



Firefly

Generate text effects and images with generative AI.



Photoshop Express

Edit photos with a simple interface.

*Available as an application on iPad or Windows devices.

Compare PDF tools

Function	Acrobat Reader	Express	Acrobat Pro*
View, print and comment	✓	✓	✓
Access and share tooling library	✓	✓	✓
Fill and sign	✓		✓
Form, signatures and approvals	✓		✓
Save as PDF		✓	✓
Scan, text and images		✓	✓
Content document creation		✓	✓
Generate text and images		✓	✓
Content & People Hub		✓	✓

*Requires Creative Cloud License

Available for all staff and secondary students

Apply for **FREE** Creative Cloud licence **IF NECESSARY**



Acrobat Pro

All PDF functions including the ability to create fillable forms with PDFs.



Illustrator

Create vector art and illustrations.



After Effects

Cinematic visual effects and motion graphics.



InCopy

Collaborate with copywriters and editors.



Animate

Create animation of any style.



InDesign

Design and publish layouts for print and digital.



Audition

Create, mix, edit and restore audio files.



Lightroom

Edit, organise, store and share photos.



Character Animator

Animate 2D characters.



Media Encoder

Convert and output video files.



Dimension

2D and 3D compositing design tools.



Photoshop

Edit, create and composite images and graphics.



Dreamweaver

Design and develop websites.



Premiere Pro

Pro video and film editing.



MORE

APPLY HERE



[Click here to access the full interactive infographic.](#)

Tools for PDFs

Selecting the right tool for the right purpose



Function	Acrobat Reader	Adobe Express	Acrobat Pro*
View, print and comment	✓	✓	✓
Access and share from any device	✓	✓	✓
Fill, sign and use a certificate	✓		✓
Draw, highlight and annotate	✓	✓	✓
Convert document to PDF		✓	✓
Convert a PDF to another file type		✓	✓
Edit text and images		✓	✓
Combine files & organise pages		✓	✓
Create a fillable form & redact Text			✓

*Requires Creative Cloud License

Working with PDFs

Are you "editing" a PDF?

YES

- Changing existing text or features on the document
- Redacting Text

NO

- Completing a fillable area on the document
- Adding your own text box
- Marking up the document using digital inking tools
- Signing and adding a digital certificate

Set your default PDF viewer

NSW Department of Education
T4L Support Guides
Mac
Changing your PDF Default

Step 1
Locate and select a PDF file that is saved in your files on your Mac OS.

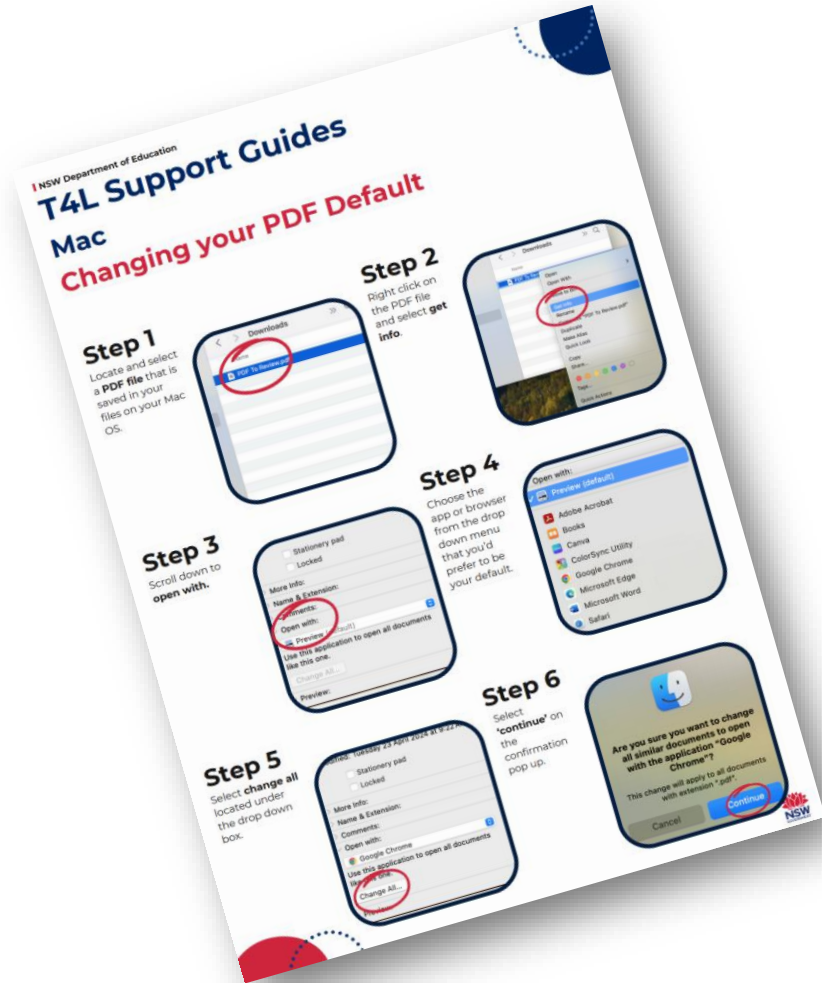
Step 2
Right click on the PDF file and select **get info**.

Step 3
Scroll down to **open with**.

Step 4
Choose the app or browser from the drop down menu that you'd prefer to be your default.

Step 5
Select **change all** located under the drop down box.

Step 6
Select **'continue'** on the confirmation pop up.



Mac

NSW Department of Education
T4L Support Guides
Windows 11
Changing your PDF Default

Step 1
From the main menu, select **settings**.

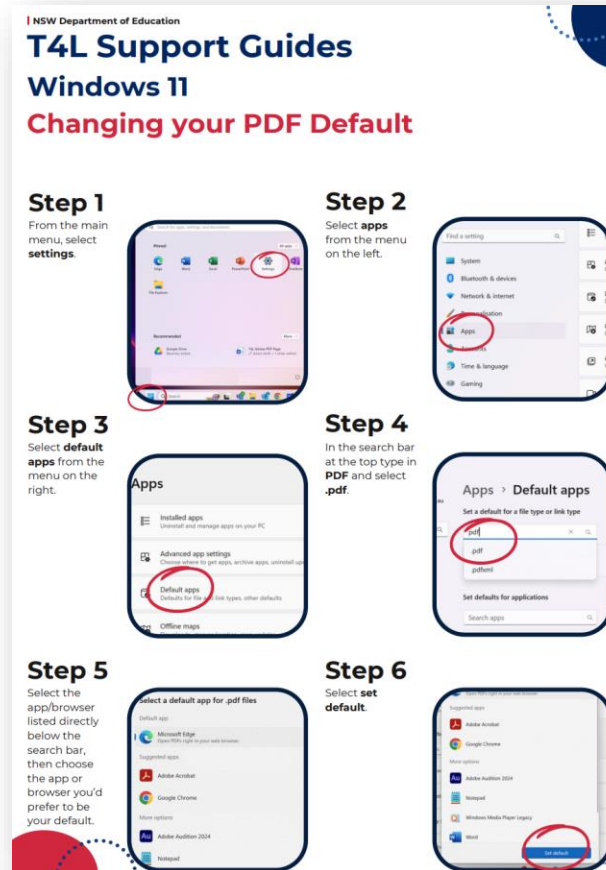
Step 2
Select **apps** from the menu on the left.

Step 3
Select **default apps** from the menu on the right.

Step 4
In the search bar at the top type in **pdf** and select **.pdf**.

Step 5
Select the app/browser listed directly below the search bar, then choose the app or browser you'd prefer to be your default.

Step 6
Select **set default**.



Win 11

NSW Department of Education
T4L Support Guides
Windows 10
Changing your PDF Default

Step 1
From the main menu, select the **settings cog**.

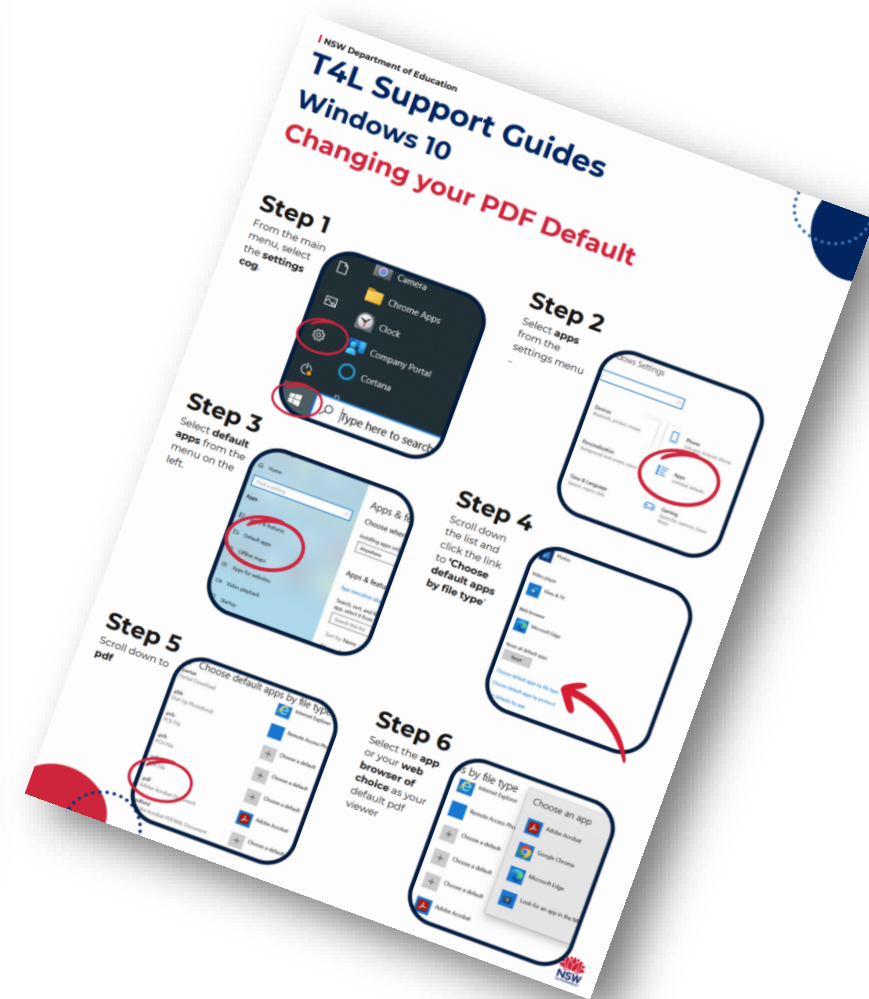
Step 2
Select **apps** from the settings menu.

Step 3
Select **default apps** from the menu on the left.

Step 4
Scroll down the list and click the link to **'Choose default apps by file type'**.

Step 5
Scroll down to **pdf**.

Step 6
Select the **app or your web browser of choice** as your default pdf viewer.



Win 10

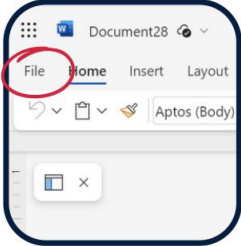
Options in Microsoft

Creating a PDF from Microsoft Documents




NSW Department of Education
T4L Support Guides
Microsoft 365
Save as PDF
Word, PowerPoint and Excel

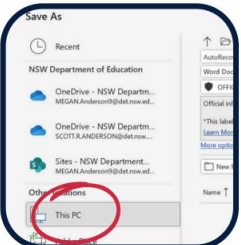
Step 1
In your document select the **file** tab in the top left corner.



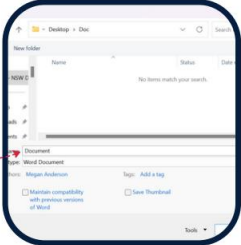
Step 2
Select **Save As**.



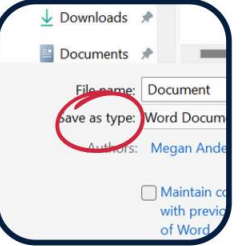
Step 3
Under the save as menu, double click on **this PC** to open the Save As window.




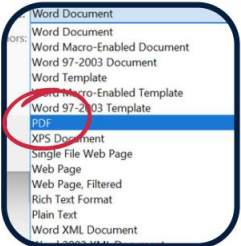
Step 4
Navigate to a location you would like to store your file and give it a file name.



Step 5
Below the file name, select the drop-down arrow on **save as type**.

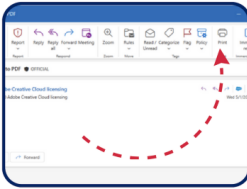


Step 6
Select **PDF** and **save**.

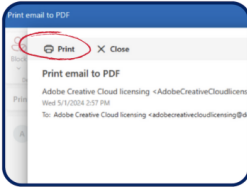


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T4L Support Guides
Other PDF Functions
Saving an email as a PDF (New Outlook)


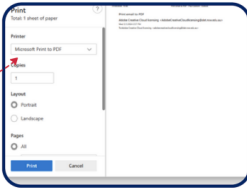
Step 1
Select "Print" from the ribbon



Step 2
Select "Print" again.



Step 3
From the Printer options, select "Microsoft Print to PDF". Then click Print.
You will then be prompted to save the email to your desired location.



Save an email as a PDF (Outlook)

Example Workflows from Microsoft Apps

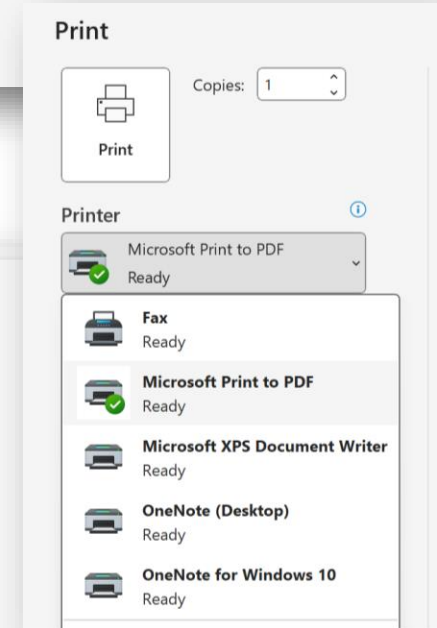
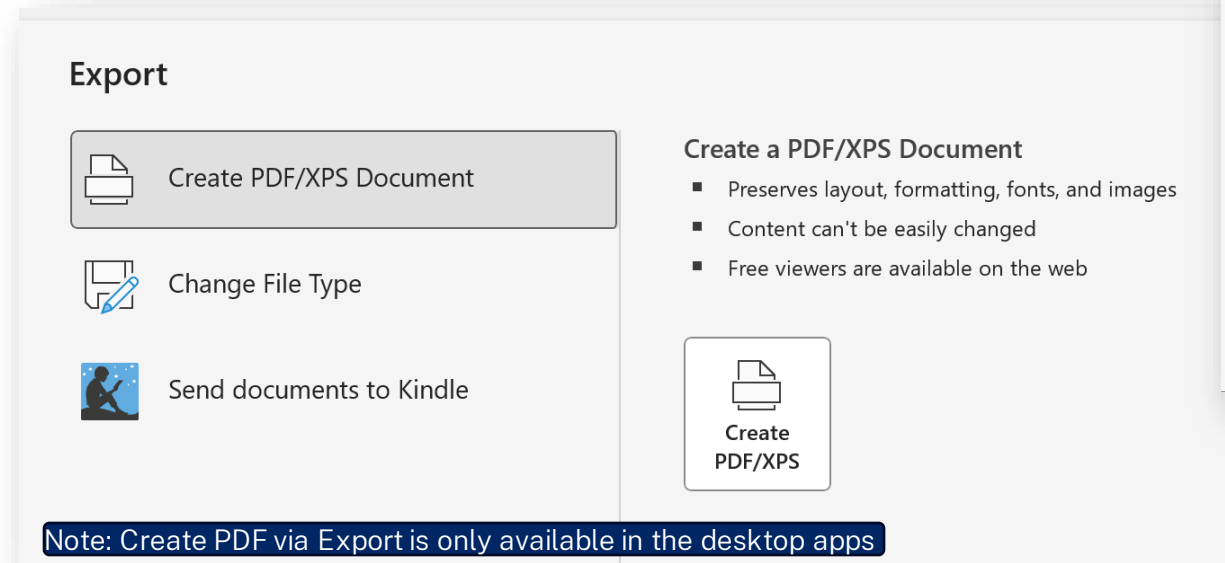
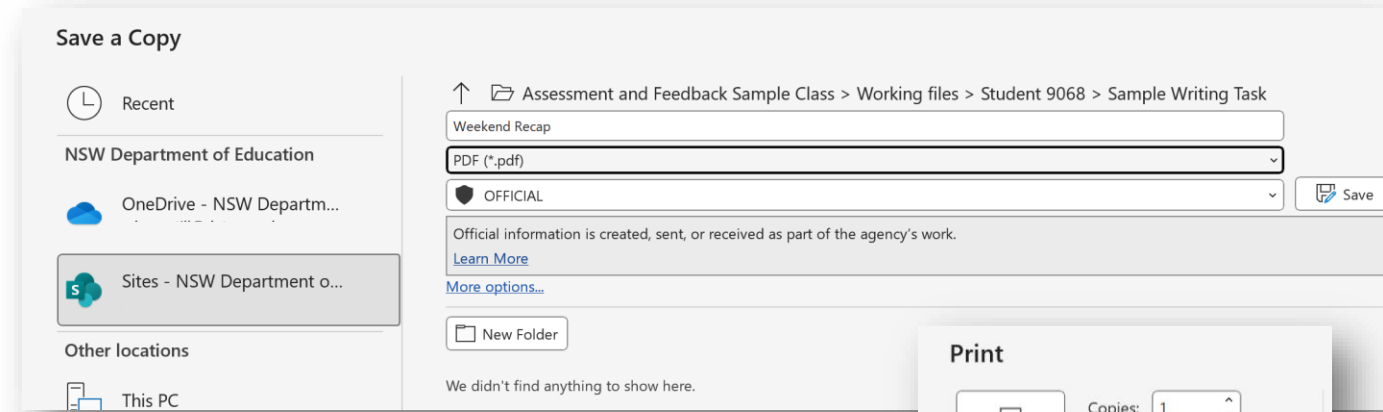
Create



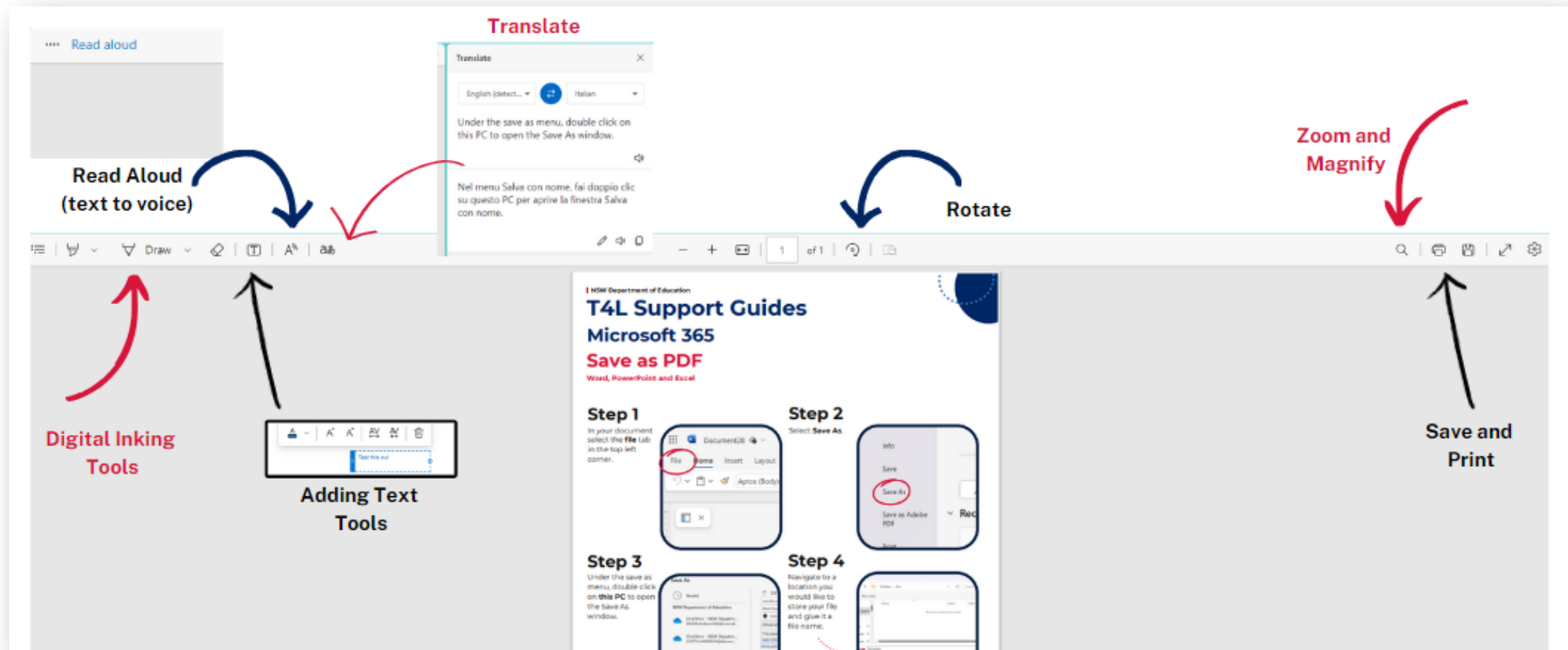
Save



Download



Using the Microsoft Edge Browser for PDFs

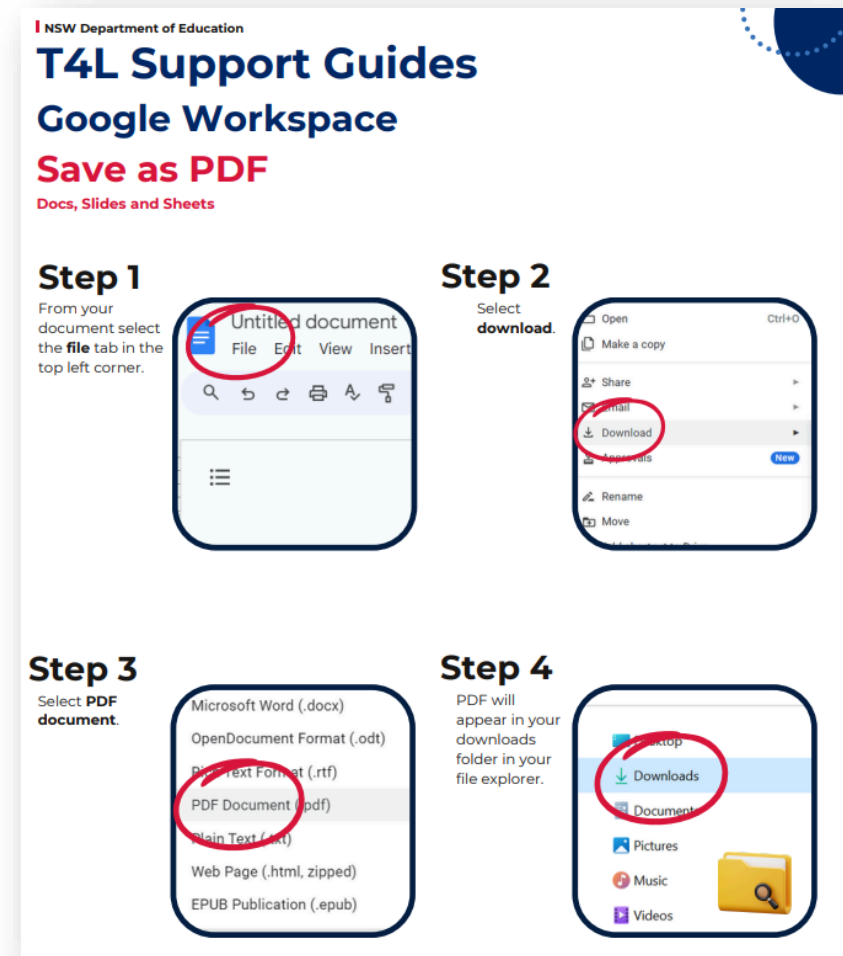
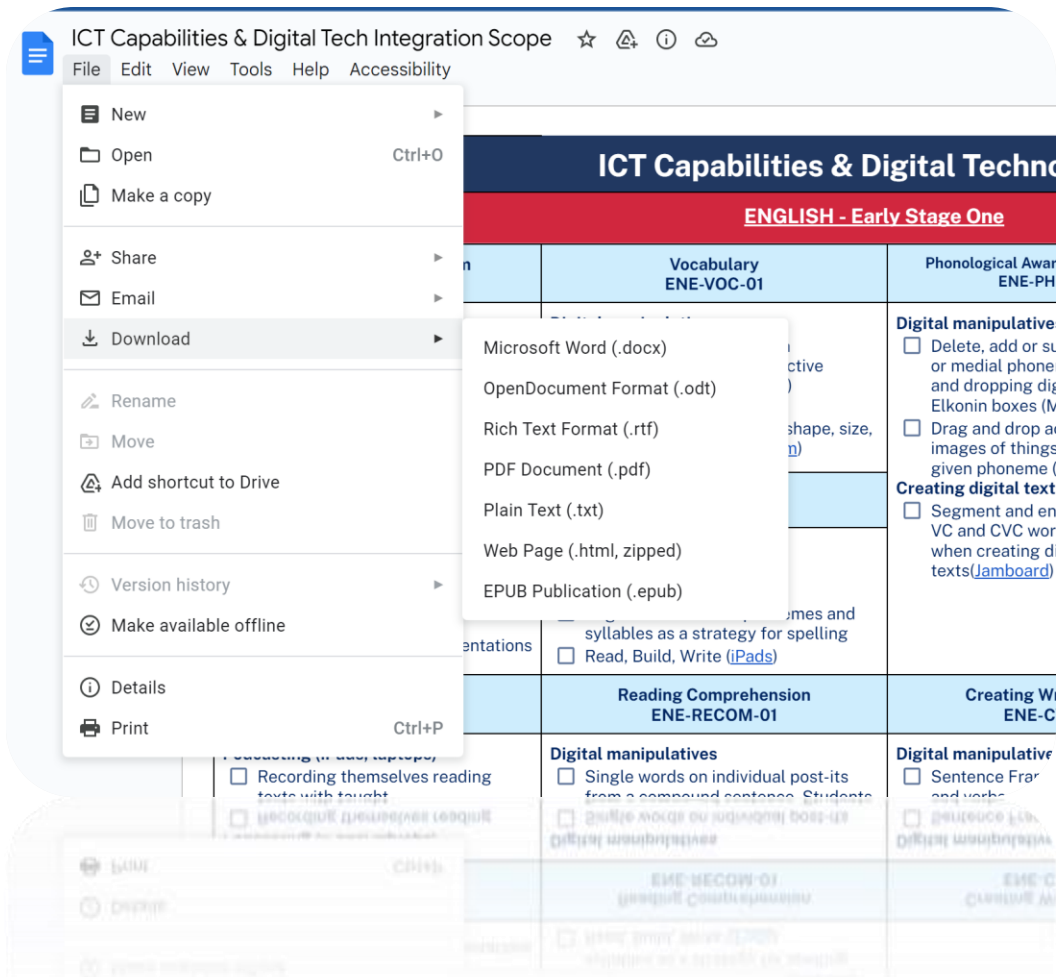


The image shows a Microsoft Edge browser window displaying a PDF document titled "T4L Support Guides Microsoft 365 Save as PDF". The document content includes instructions for saving a file as a PDF in four steps, with screenshots of the software interface. The browser's toolbar is visible at the top, and a "Translate" panel is open on the right. Several annotations with arrows point to specific features:

- Read Aloud (text to voice):** A blue arrow points from the "Read aloud" button in the top-left toolbar to the "Read Aloud" text label.
- Translate:** A red arrow points from the "Translate" panel to the "Translate" text label.
- Rotate:** A blue arrow points from the rotate icon in the bottom toolbar to the "Rotate" text label.
- Zoom and Magnify:** A red arrow points from the zoom icon in the bottom toolbar to the "Zoom and Magnify" text label.
- Digital Inking Tools:** A red arrow points from the drawing tools in the bottom toolbar to the "Digital Inking Tools" text label.
- Adding Text Tools:** A black arrow points from a callout box showing text tools to the "Adding Text Tools" text label.
- Save and Print:** A black arrow points from the save and print icons in the bottom toolbar to the "Save and Print" text label.

Options in Google

Creating a PDF from Google Workspace Apps



Save as PDF
from Google Workspace


Using Acrobat Reader to Sign or Certify

Acrobat Reader


Fill and Sign

Department of Education
T4L Support Guides
Adobe Acrobat Reader
Fill and Sign


Step 1
Open Adobe Acrobat Reader and go to the "Recommended tools for you" panel and click "See all tools".
If Fill and Sign does not appear, click "See all tools".




Step 2
On the left hand panel choose "Add signature" or "Add initials".
If you haven't set up a signature of initial before, you will be taken to a panel where it can be created.



Step 3
When the panel appears, you can type your name or initials, draw your signature if you are on a touch enabled device, or import an image. Click save when complete.



Step 4
Your signature will now appear on the screen. Move it into permission and left click once. The signature/initials will then be attached to your PDF document.
Click save to keep the signature/initials in place.



Department of Education
T4L Support Guides
Adobe Acrobat Reader
Use a Certificate to Digitally Sign.

Step 1
Open Adobe Acrobat Reader and go to the "Recommended tools for you" panel and click "See all tools".
On the next screen select "Use a certificate".
Open the PDF document you wish to add the certificate to.



Step 2
Click Digitally sign. A panel appear giving you instructions to use your mouse to click and drag to draw the area where you would like the signature certificate to appear.
If you haven't set up a signature of initial before, you will be taken to a panel where it can be created.



Step 3
Use the crosshair pointer to draw the area you want the certificate to appear in on the PDF document. You will then be taken to a window to confirm the digital ID than you wish to use.
Once selected, click continue.



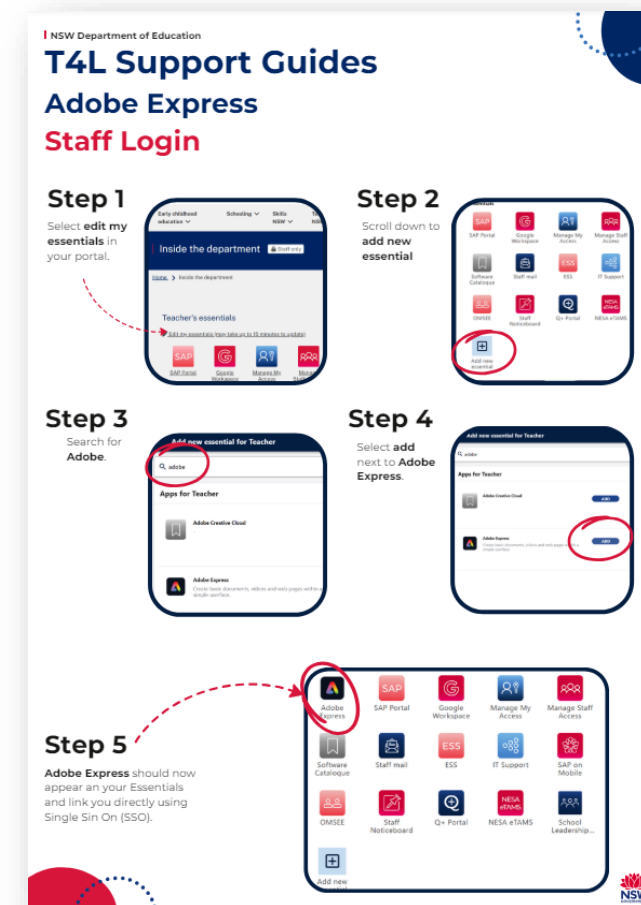
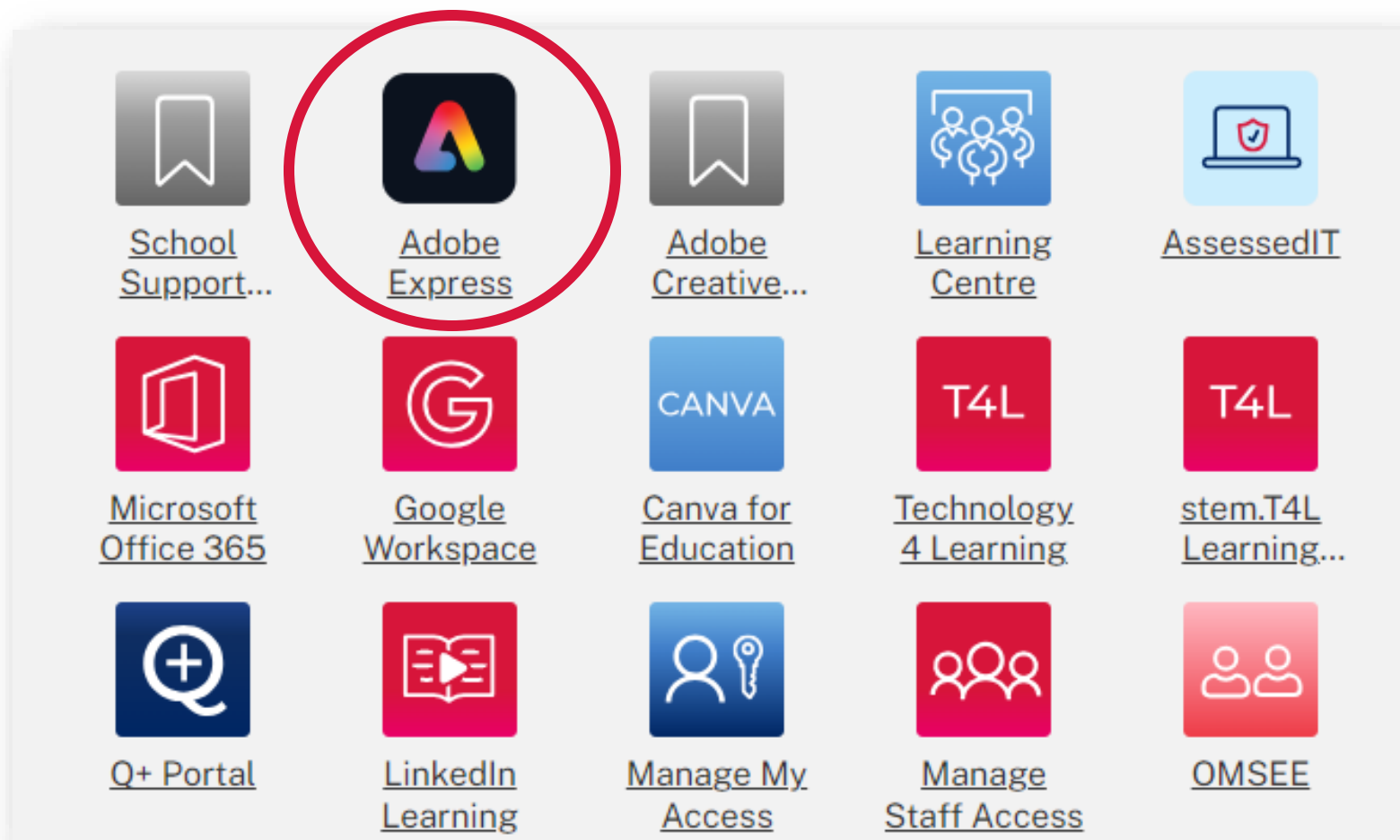
Step 4
A preview of your certificate will appear. Click "Sign" to add the certificate. Save the document when prompted to secure the certificate in the PDF.



Use a Digital Certificate

Adobe Express

How to Access Adobe Express

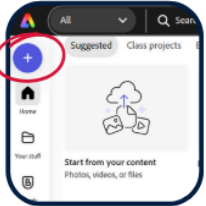


Staff Login


Convert to PDF

NSW Department of Education
T4L Support Guides
Adobe Express
Convert to PDF
PowerPoint, Excel, Word, PNG, JPG

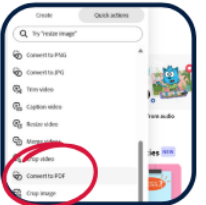
Step 1
Select the + icon in the top left corner.




Step 2
Select the **quick actions** tab on the right of the pop-up menu.




Step 3
Scroll down to **convert from pdf** and select.





Step 4
Tap inside the pop-up window.



Step 5
Navigate to the PDF file that you require and select **open**.



Step 6
To the right, select **download**.



Convert to PDF

Convert from PDF

NSW Department of Education
T4L Support Guides
Adobe Express
Convert from PDF
PowerPoint, Excel, Rich Text Format, Word, PNG, JPG

Step 1
Select the + icon in the top left corner.



Step 2
Select the quick actions tab on the right of the pop-up menu.



Step 3
Scroll down to convert from pdf and select.



Step 4
Tap inside the pop-up window.



Step 5
Navigate top the PDF file that you require and select open.



Step 6
To the right, select the drop down arrow under convert your PDF to.

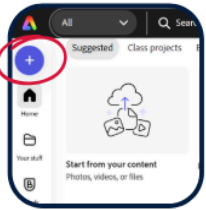


Convert from PDF

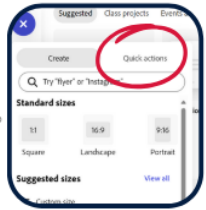
Combine Files and Organise Pages

NSW Department of Education
T4L Support Guides
Adobe Express
Combine Files

Step 1
Select the + icon in the top left corner.



Step 2
Select the **quick actions** tab on the right of the pop-up menu.



Step 3
Select **combine files**.




Step 4
Tap inside the pop-up window.



Step 5
Navigate to the PDF file that you require and select **open**.



Step 6
Add more files in the same manner by selecting **add a file**.



Step 7
To the right of your files, ensure the **select all** box is checked, or alternatively individually check the individual pages to be included.



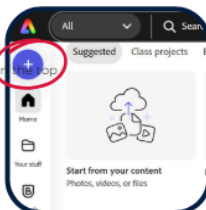
Step 8
Hit **download**.




Combine Files

NSW Department of Education
T4L Support Guides
Adobe Express
Organise Pages

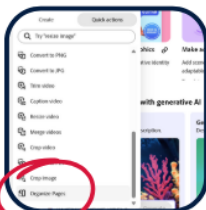
Step 1
Select the + icon in the top left corner.



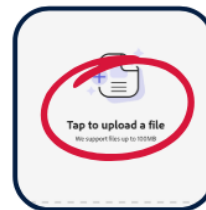
Step 2
Select the **quick actions** tab on the right of the pop-up menu.



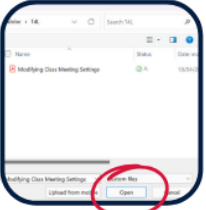
Step 3
Scroll down to **organise pages** and select.




Step 4
Tap inside the pop-up window.



Step 5
Navigate to the PDF file that you require and select **open**.



Step 6
Add more files in the same manner if needed by selecting **add a file**.



Organise Pages

Edit Text and Images (Quick Action)

NSW Department of Education
T4L Support Guides
Adobe Express
Edit Text and Images

Step 1
Select the + icon in the top left corner.




Step 2
Select the quick actions tab on the right of the pop-up menu.



Step 3
Select edit PDF.



Step 4
Tap inside the pop-up window.
Tap to upload a file
You can support files up to 100MB.



Step 5
Navigate to the PDF file that you require and select open.



Step 6
Select existing text boxes or images to bring up editing options.



Step 7
Add new text and images using the add content menu on the left.



Step 8
When done, hit download in the top right corner.




Edit Text and Images


Edit Text and Images (Detailed Options)

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T4L Support Guides
Adobe Express
Edit Text and Images (Detailed Options)


Step 1
Drag and drop a PDF file into the main dashboard.




Step 2
Once the file has loaded, select **open**.




Step 3
Select text boxes to edit the text within it.



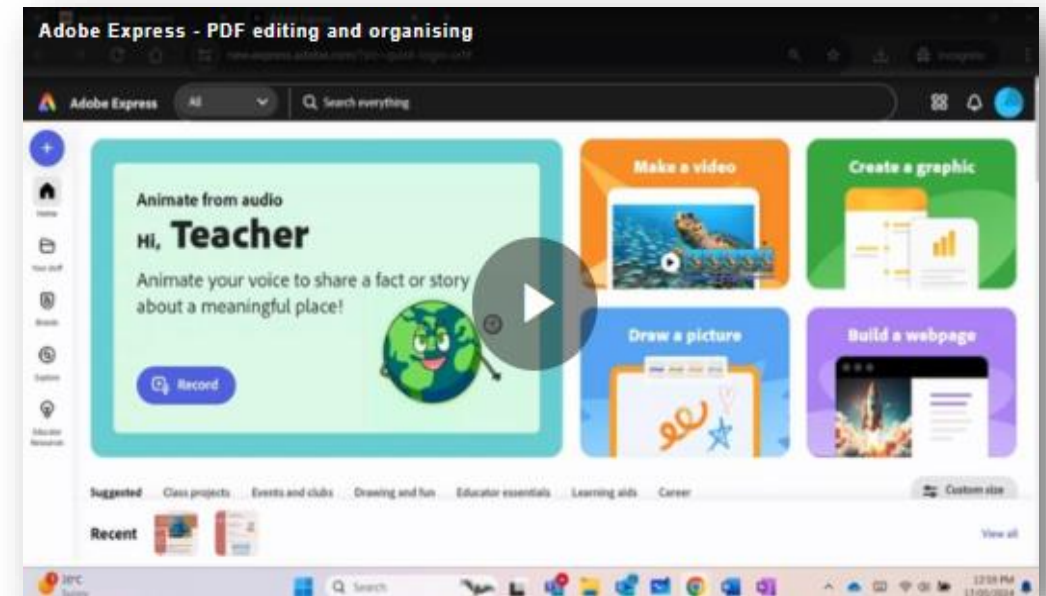

Step 4
Find more editing options in the left-hand menu.



Step 5
To add new text, select the text tab in the far left menu.



Step 6
Select **add your text** and type into the new text box.

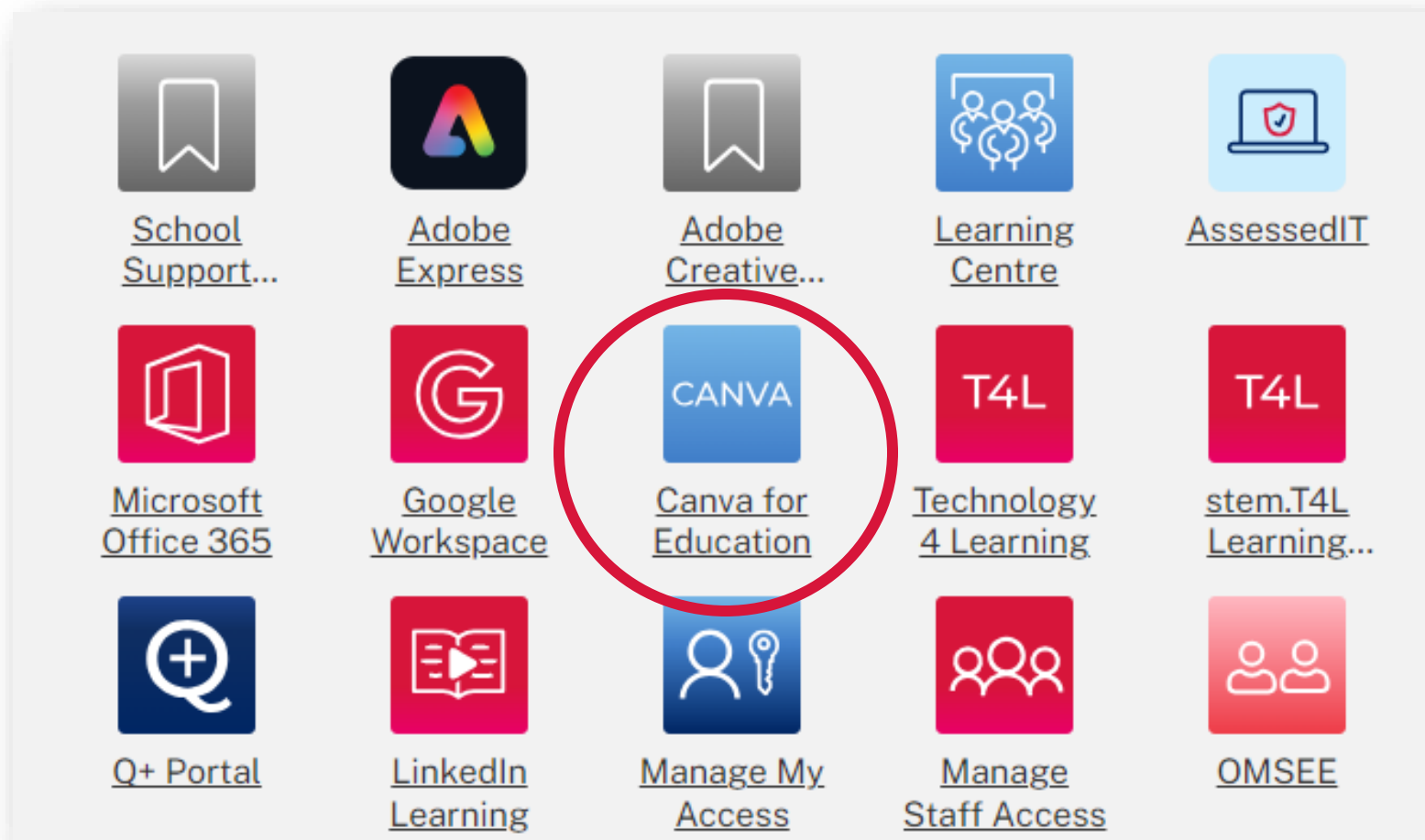


Video

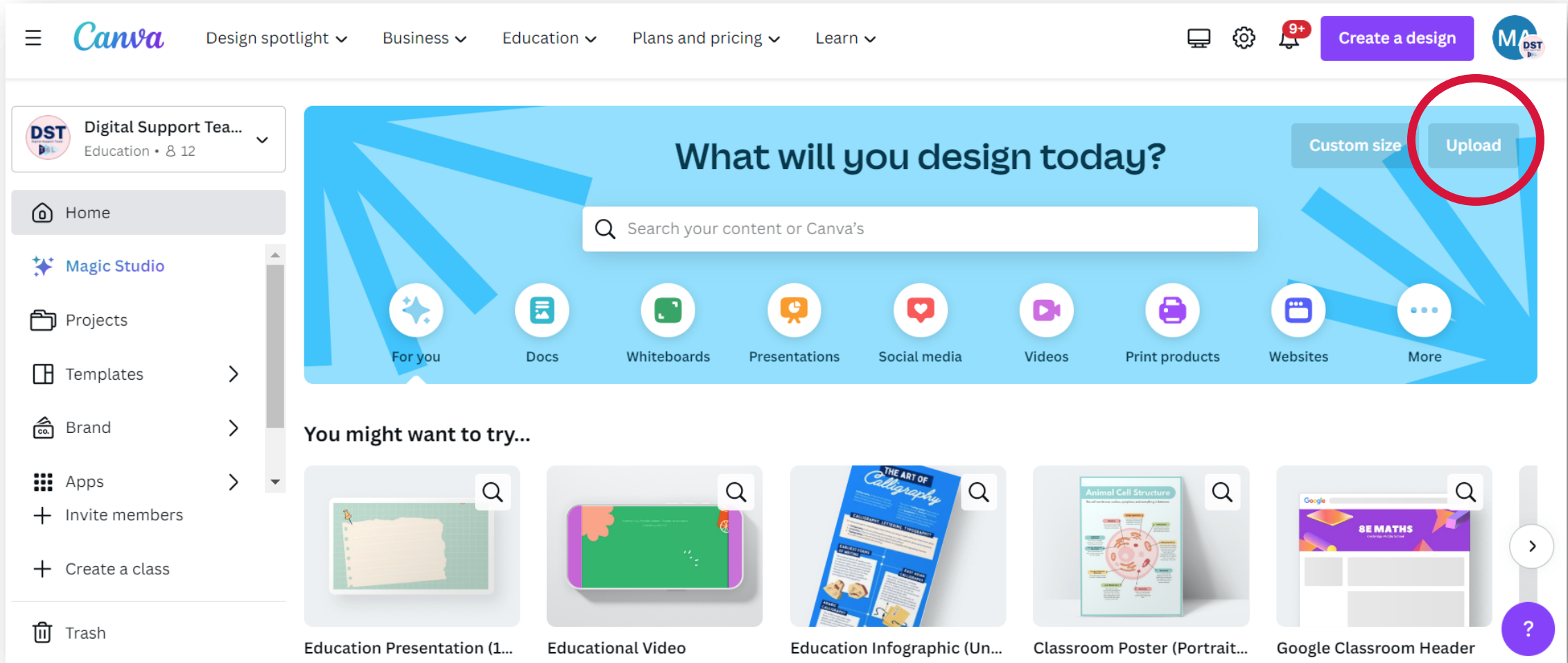
Guide

Canva

How to Access Canva

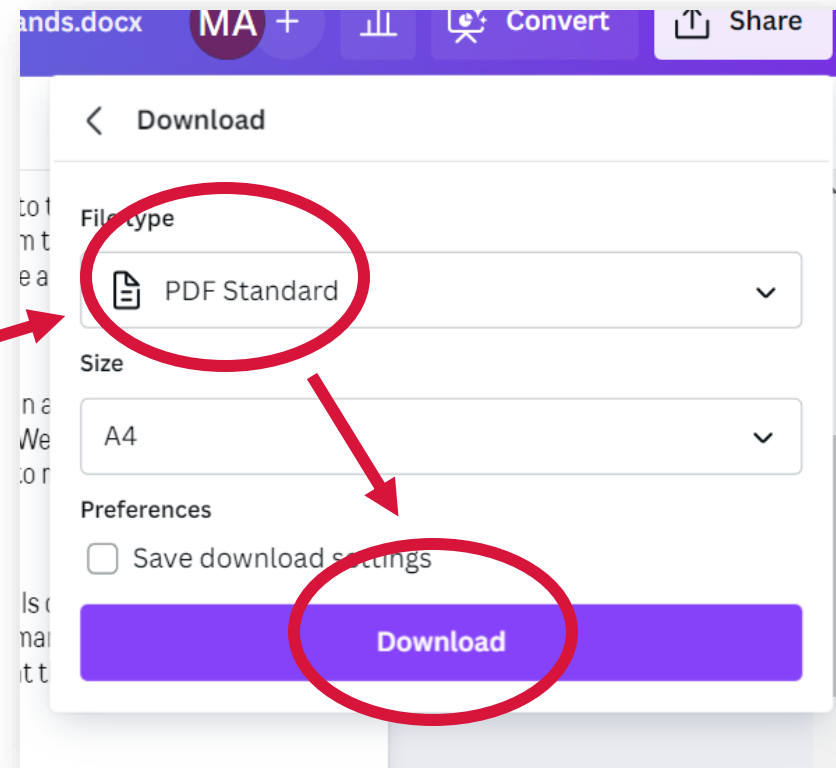
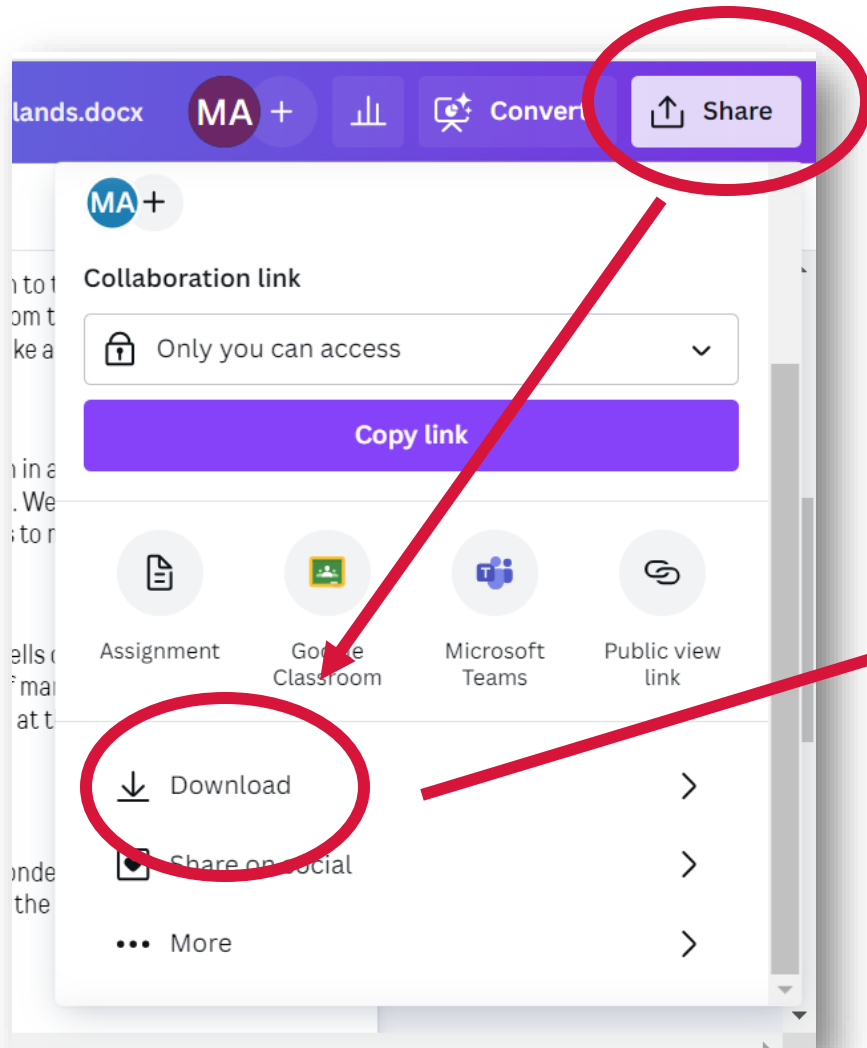


Upload Document



The screenshot shows the Canva website interface. At the top, there is a navigation bar with the Canva logo, menu items like 'Design spotlight', 'Business', 'Education', 'Plans and pricing', and 'Learn', and utility icons for desktop, settings, and notifications. A purple 'Create a design' button is prominent on the right. Below the navigation bar, a left sidebar contains a user profile for 'Digital Support Tea...' and a menu with options like 'Home', 'Magic Studio', 'Projects', 'Templates', 'Brand', 'Apps', 'Invite members', 'Create a class', and 'Trash'. The main content area features a large blue banner with the text 'What will you design today?' and a search bar. Below the banner are icons for various design categories: 'For you', 'Docs', 'Whiteboards', 'Presentations', 'Social media', 'Videos', 'Print products', 'Websites', and 'More'. The 'Upload' button in the top right corner of the banner is circled in red. Below the banner, a section titled 'You might want to try...' displays five design templates: 'Education Presentation (1...', 'Educational Video', 'Education Infographic (Un...', 'Classroom Poster (Portrait...', and 'Google Classroom Header'. A purple question mark icon is visible in the bottom right corner of the interface.

Save as PDF



Further Resources

T4L Website



Technology 4 Learning
NSW GOVERNMENT
T: 1300 32 32 32 E: t4linnovations@det.nsw.edu.au

About us Events Resources magazine.T4L T4L Kids news.T4L What's new

Home / Resources / Professional Learning Resources / Adobe for Education

Adobe for Education

Professional Learning Resources

- Adobe for Education**
- Adobe Express
- Adobe Acrobat
- Adobe Premiere Pro
- Adobe Photoshop

Get started with Adobe Express

Adobe Express makes creativity fast, easy and engaging. Adobe Express is available to all NSW Department of Education staff and students.

[Find out more!](#)

Adobe for Education

Adobe Express

- Adobe Acrobat
- Adobe Premiere Pro
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe Character Animator

What is Adobe Express?

Introducing Adobe Express

Introducing Adobe Creative Cloud Express for Education.

Watch on YouTube

What can it be used for in learning and teaching?

- Great for stages 1 and up and can be applied to any KLA
- Quick and simple graphic designs such as posters, flyers, drawings and more
- Infographics for explaining ideas and concepts
- Simple video for storytelling and narrative creation
- Webpage creation

Express

Adobe Acrobat

- Adobe Express
- Adobe Premiere Pro
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe Character Animator

Which tool do I need?

There are many options available for viewing and editing PDFs. You can access PDFs through the browser (free), Acrobat Reader (free), Adobe Express (all staff and students have an automatic licence) and Acrobat Pro (epay for a licence). Use the table below to find the product that will meet your needs.

Comparison table

Function	Acrobat Reader	Adobe Express	Acrobat Pro
View and print PDFs	✓	✓	✓
Fill and sign PDF forms	✓	✓	✓
Comment on PDFs	✓	✓	✓
Combine PDFs	✓	✓	✓
Convert PDFs to Word, Excel, PowerPoint	✓	✓	✓
Convert PDFs to HTML	✓	✓	✓
Convert PDFs to images	✓	✓	✓
Convert PDFs to accessible PDFs	✓	✓	✓
Convert PDFs to audio	✓	✓	✓
Convert PDFs to video	✓	✓	✓
Convert PDFs to ePub	✓	✓	✓
Convert PDFs to EPUB	✓	✓	✓
Convert PDFs to HTML5	✓	✓	✓
Convert PDFs to JSON	✓	✓	✓
Convert PDFs to XML	✓	✓	✓
Convert PDFs to CSV	✓	✓	✓
Convert PDFs to XLSX	✓	✓	✓
Convert PDFs to PPTX	✓	✓	✓
Convert PDFs to DOCX	✓	✓	✓
Convert PDFs to TXT	✓	✓	✓
Convert PDFs to RTF	✓	✓	✓
Convert PDFs to DOC	✓	✓	✓
Convert PDFs to XPS	✓	✓	✓
Convert PDFs to EPS	✓	✓	✓
Convert PDFs to SWF	✓	✓	✓
Convert PDFs to FLV	✓	✓	✓
Convert PDFs to H.264	✓	✓	✓
Convert PDFs to H.265	✓	✓	✓
Convert PDFs to AAC	✓	✓	✓
Convert PDFs to MP3	✓	✓	✓
Convert PDFs to MP4	✓	✓	✓
Convert PDFs to AVI	✓	✓	✓
Convert PDFs to MOV	✓	✓	✓
Convert PDFs to WMV	✓	✓	✓
Convert PDFs to MKV	✓	✓	✓
Convert PDFs to M4V	✓	✓	✓
Convert PDFs to M4A	✓	✓	✓
Convert PDFs to M4B	✓	✓	✓
Convert PDFs to M4P	✓	✓	✓
Convert PDFs to M4R	✓	✓	✓
Convert PDFs to M4V (H.264)	✓	✓	✓
Convert PDFs to M4V (H.265)	✓	✓	✓
Convert PDFs to M4A (AAC)	✓	✓	✓
Convert PDFs to M4A (MP3)	✓	✓	✓
Convert PDFs to M4B (AAC)	✓	✓	✓
Convert PDFs to M4B (MP3)	✓	✓	✓
Convert PDFs to M4P (AAC)	✓	✓	✓
Convert PDFs to M4P (MP3)	✓	✓	✓
Convert PDFs to M4R (AAC)	✓	✓	✓
Convert PDFs to M4R (MP3)	✓	✓	✓

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