

PDF Workflows

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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

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.

Fr 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.

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.

Ai Illustrator
Create vector art and illustrations.

Ae After Effects
Cinematic visual effects and motion graphics.

Ic InCopy
Collaborate with copywriters and editors.

An Animate
Create animation of any style.

Id InDesign
Design and publish layouts for print and digital.

Au Audition
Create, mix, edit and restore audio files.

Lr Lightroom
Edit, organise, store and share photos.

Ch Character Animator
Animate 2D characters.

Me Media Encoder
Convert and output video files.

Dn Dimension
2D and 3D compositing design tools.

Ps Photoshop
Edit, create and composite images and graphics.

DW Dreamweaver
Design and develop websites.

Pr Premiere Pro
Pro video and film editing.

+ MORE

APPLY HERE

Compare PDF tools

Function	Acrobat Reader	Express	Acrobat Pro*
View, print and comment	✓	✓	✓
Access and share tool only (view)	✓	✓	✓
Fill and sign	✓		✓
Form, signatures and stamps	✓	✓	✓
Save as PDF		✓	✓
Full text and images		✓	✓
Content document history		✓	✓
Combine files and merge pages		✓	✓
Content & Rights Tools		✓	✓

*Requires Creative Cloud licence

[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.

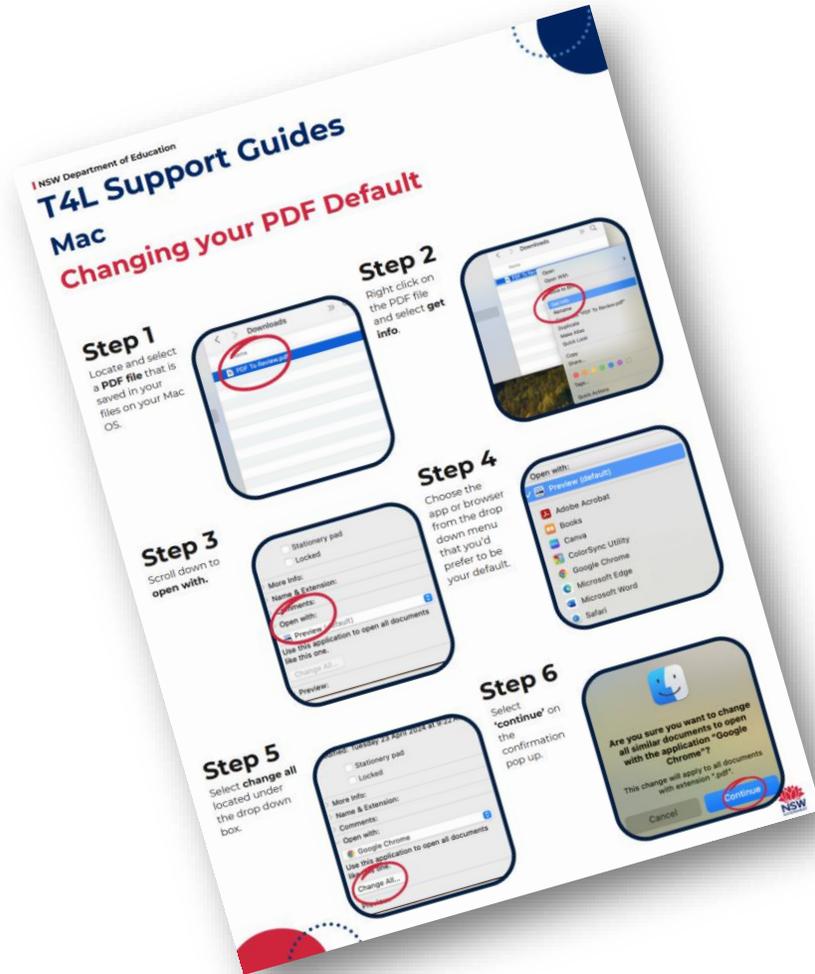
Step 2
Right click on the PDF file and select **get info**.

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**.

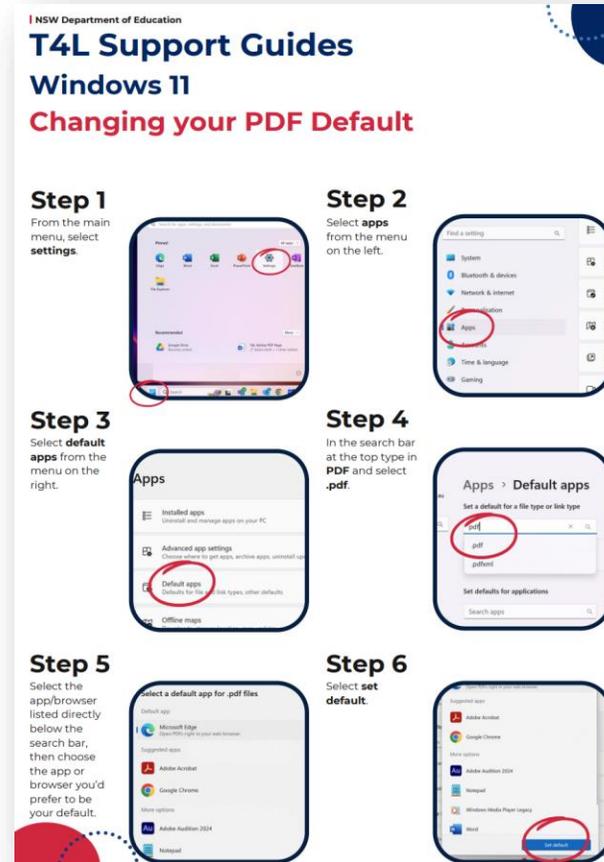
Step 2
Select **apps** from the menu on the left.

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.

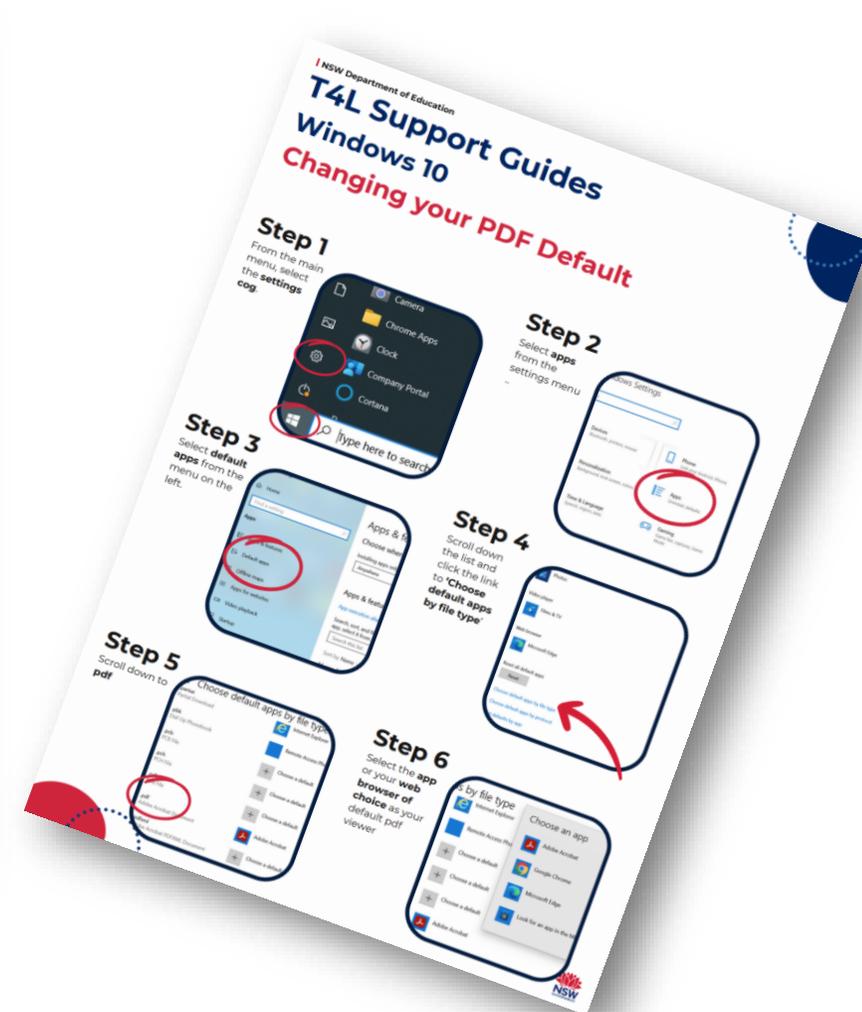
Step 2
Select **apps** from the settings menu.

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

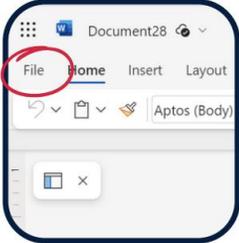
Options in Microsoft

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.



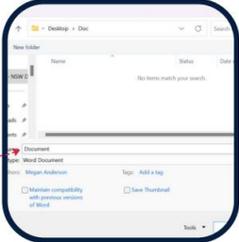
Step 2
Select **Save As**.



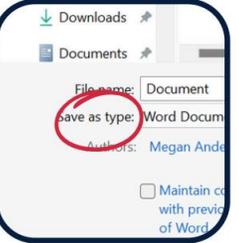
Step 3
Under the save as menu, double click on **this PC** to open the Save As window.



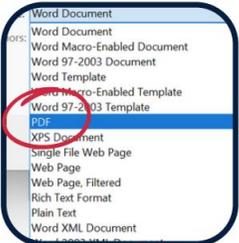
Step 4
Navigate to a location you would like to store your file and give it a file name.



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

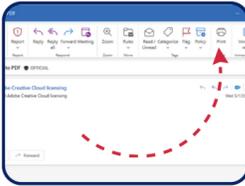


Step 6
Select **PDF** and **save**.

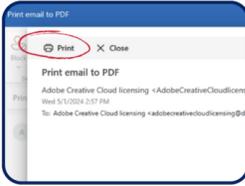


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T4L Support Guides
Other PDF Functions
Saving an email as a PDF (New Outlook)

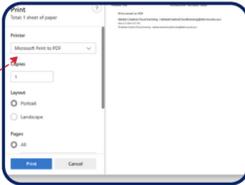
Step 1
Select "Print" from the ribbon



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

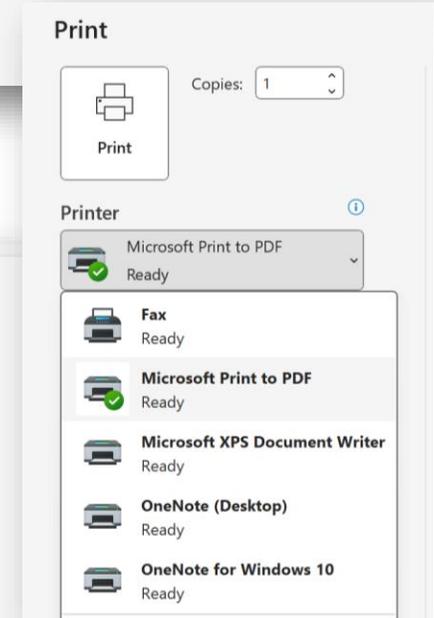
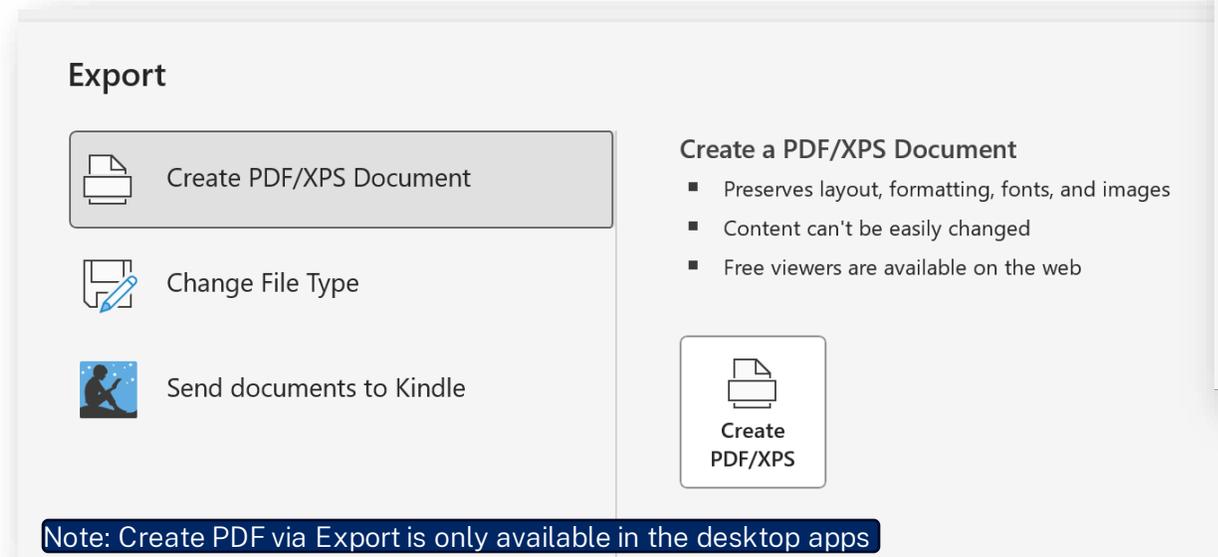
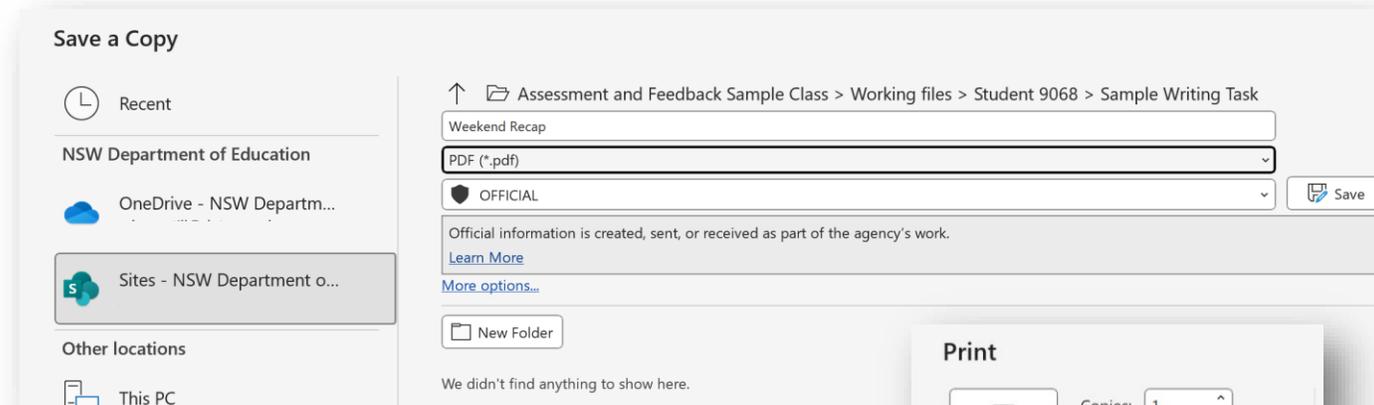
Create



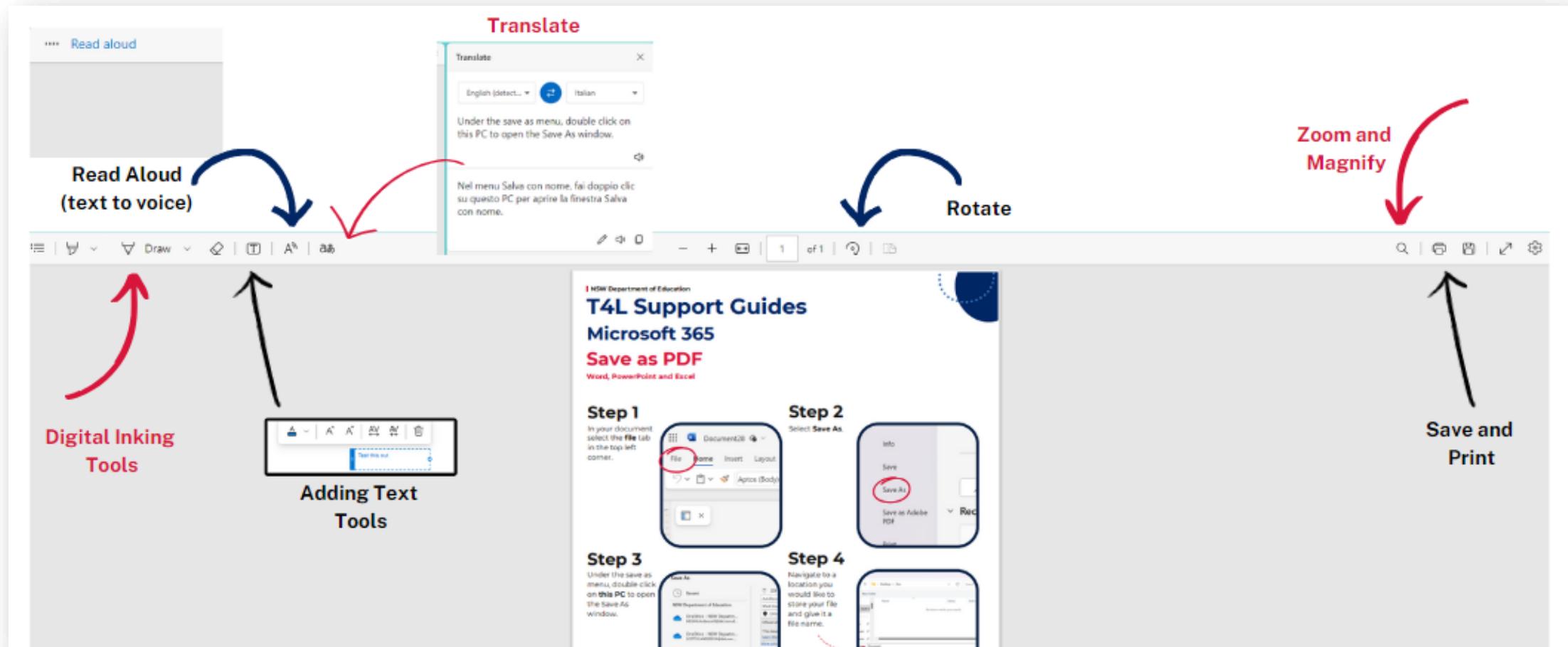
Save



Download



Using the Microsoft Edge Browser for PDFs

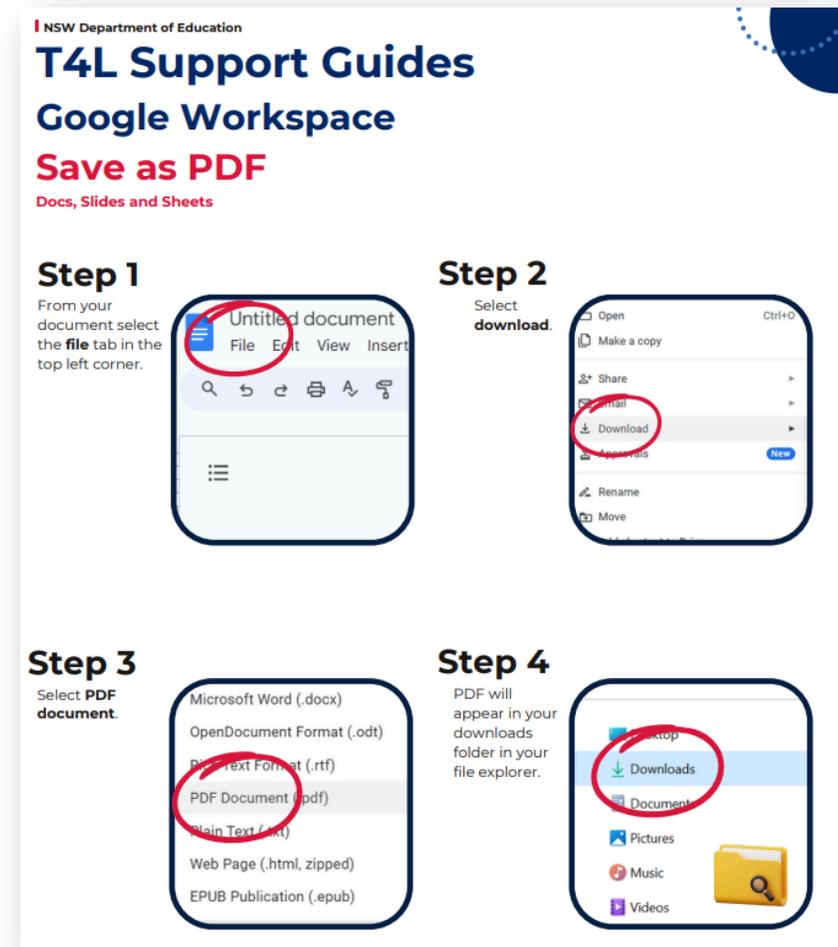
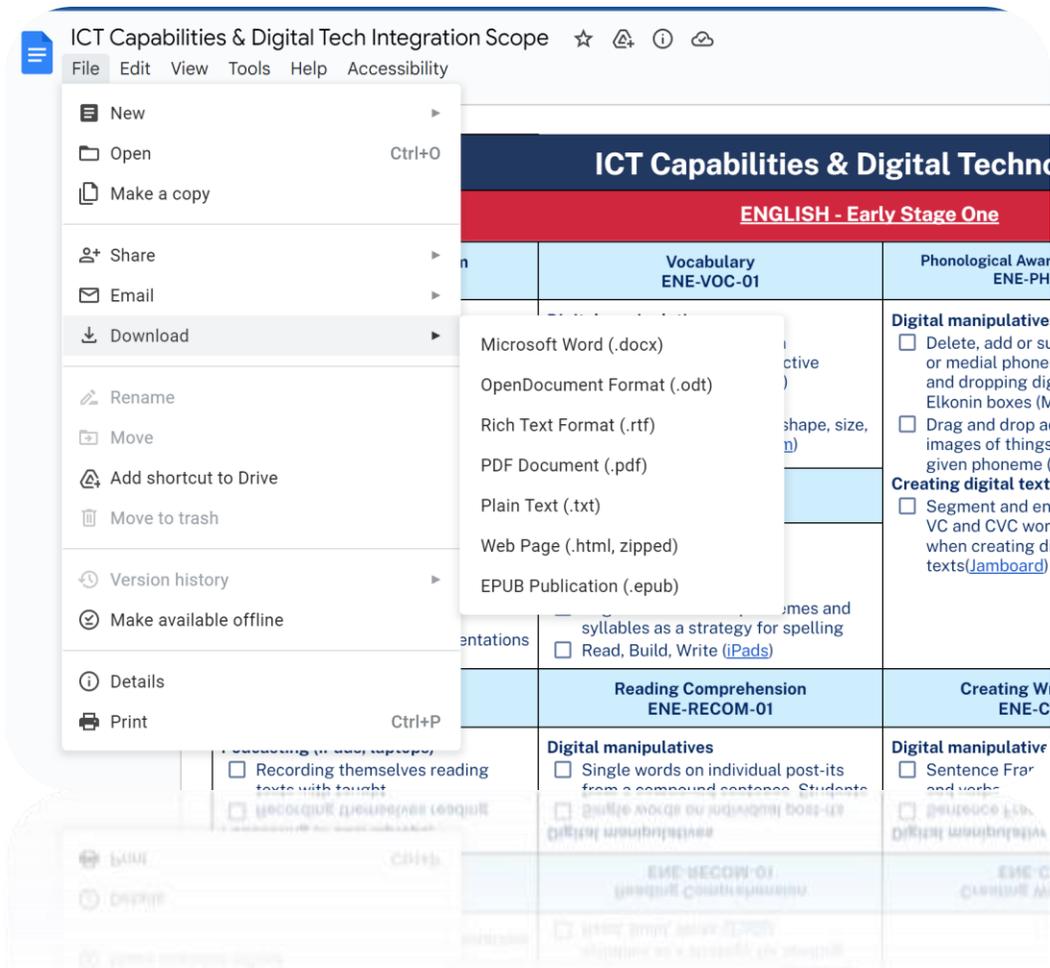


The image shows a Microsoft Edge browser window displaying a PDF document titled "T4L Support Guides Microsoft 365 Save as PDF". The document content includes instructions for saving a file as a PDF in four steps. The browser interface includes a top toolbar with various icons and a bottom toolbar with navigation and printing options. Several annotations are present:

- Read Aloud (text to voice):** A blue arrow points from the "Read aloud" button in the top left toolbar to the "Read Aloud" text.
- Translate:** A red arrow points from the "Translate" button in the top left toolbar to the "Translate" panel on the right side of the page.
- Rotate:** A blue arrow points from the "Rotate" button in the bottom toolbar to the "Rotate" text.
- Zoom and Magnify:** A red arrow points from the "Zoom and Magnify" button in the bottom toolbar to the "Zoom and Magnify" text.
- Digital Inking Tools:** A red arrow points from the "Digital Inking Tools" text to the drawing tools in the bottom toolbar.
- Adding Text Tools:** A black arrow points from the "Adding Text Tools" text to the text tools in the bottom toolbar.
- Save and Print:** A black arrow points from the "Save and Print" text to the "Save" and "Print" buttons in the bottom toolbar.

Options in Google

Creating a PDF from Google Workspace Apps



Save as PDF
from Google Workspace

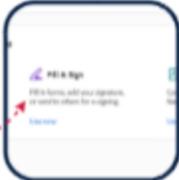
Using Acrobat Reader to Sign or Certify

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.



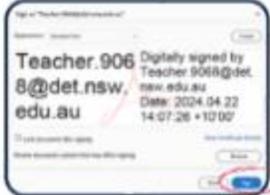
Step 2
Click Digitally sign. A panel appear giving you instructions to use your mouse to click and drag to draw the area where you would like the signature certificate to appear.
If you haven't set up a signature of initial before, you will be taken to a panel where it can be created.



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.



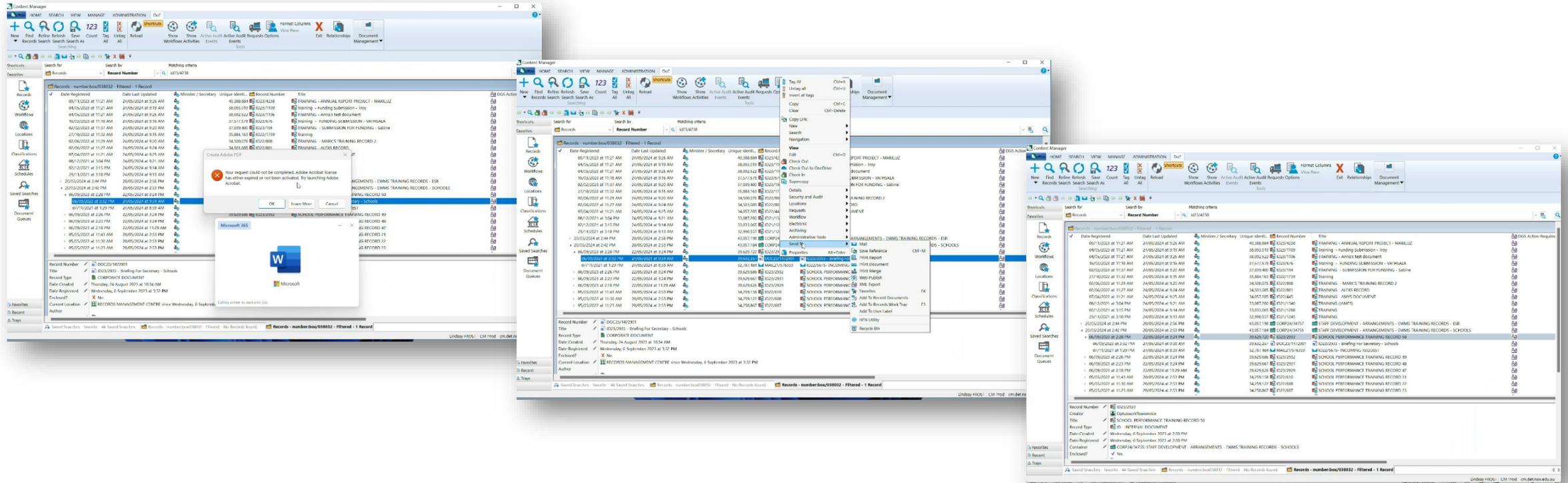
Step 4
A preview of your certificate will appear. Click "Sign" to add the certificate. Save the document when prompted to secure the certificate in the PDF.



Use a Digital Certificate

Adjustment to Workflows in TRIM

PDFs into TRIM



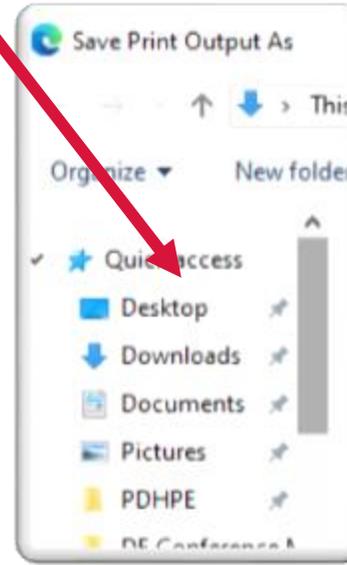
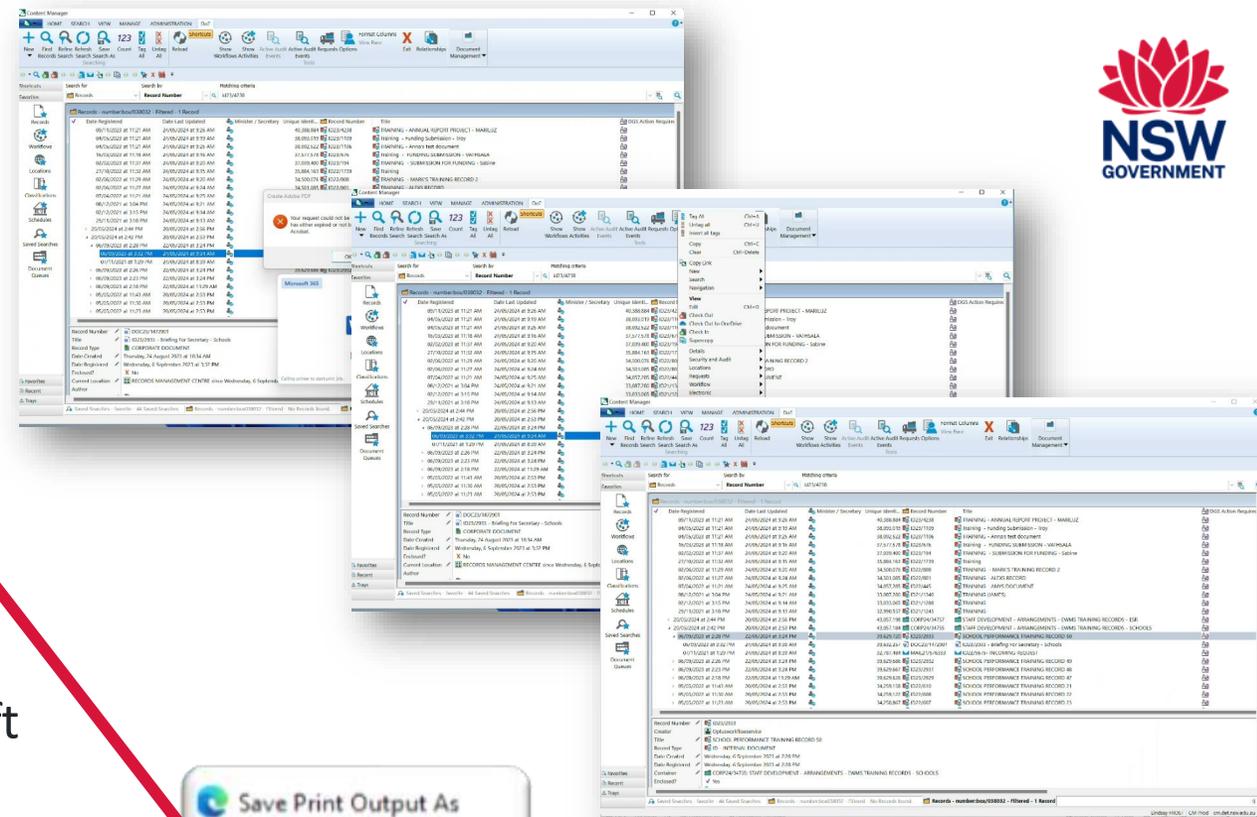
Old Workflow

- Direct Create PDF won't work without the license.

PDFs into TRIM

New workflow

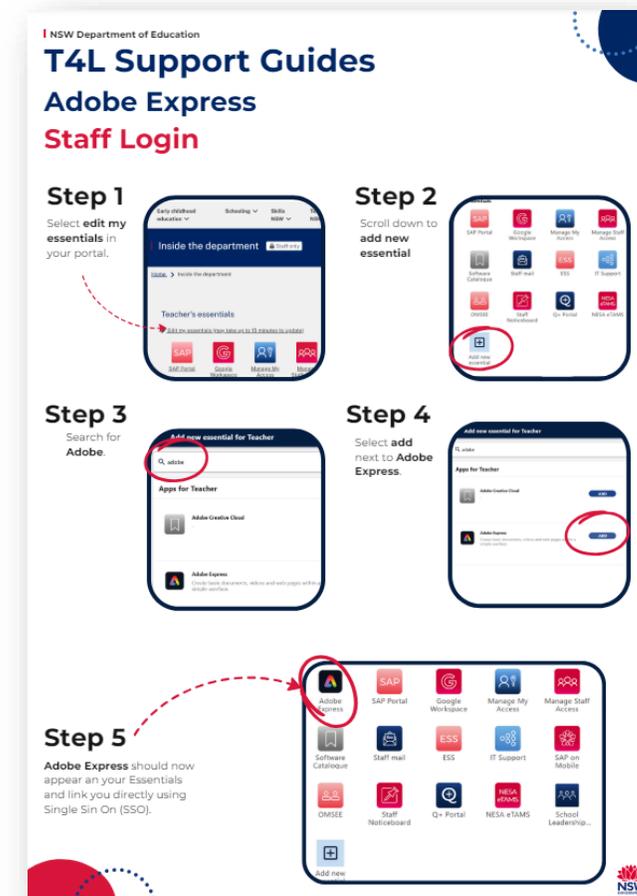
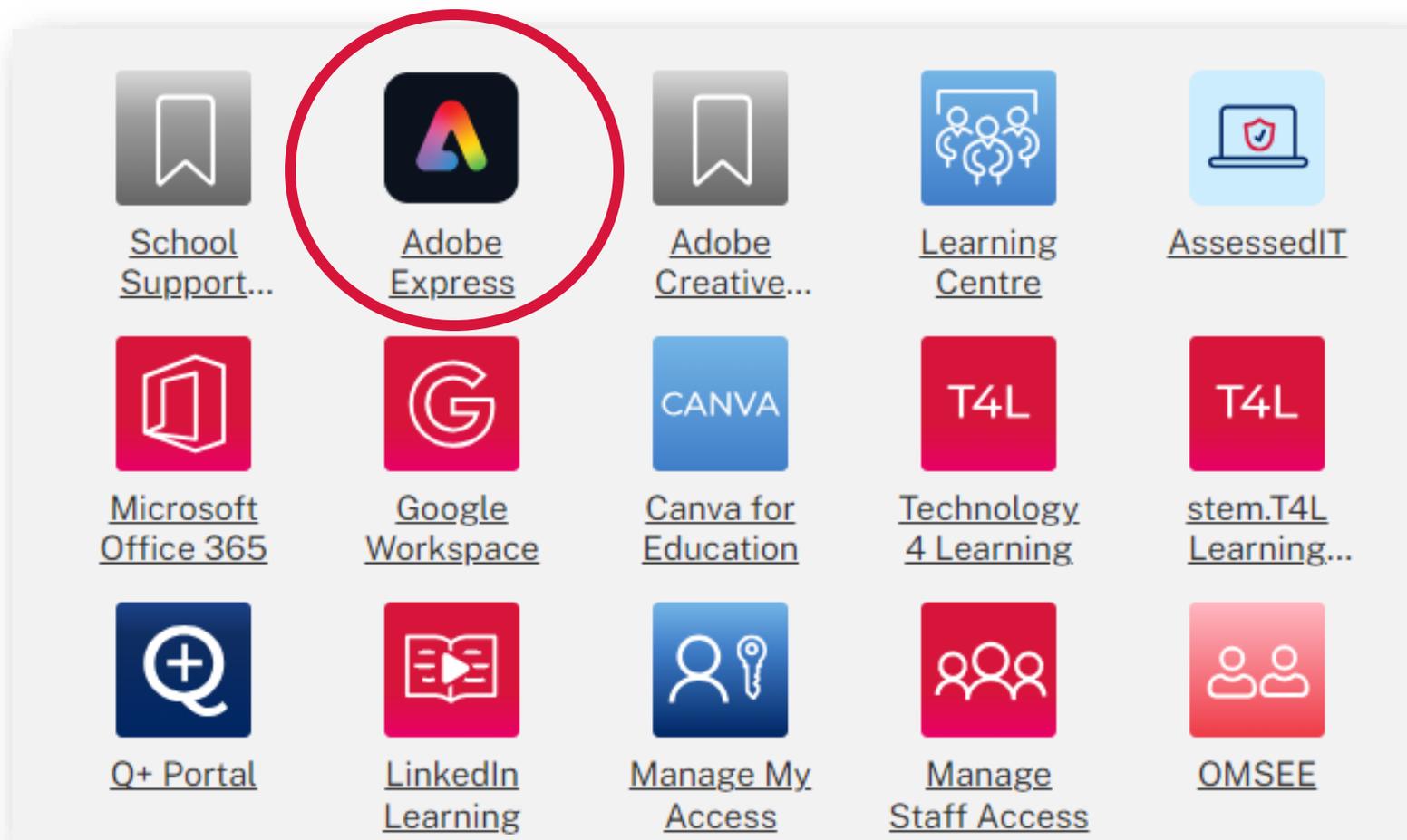
- Open document as a read only document
 - (double click document)
- Save as a PDF – ideally to desktop (select this location before hitting publish)
 - In desktop Word app use Export then select PDF/XPS option, Online use Print, then Microsoft Print to PDF
- Close word document
 - *Ensure that the document is checked back (if editing the document in offline mode) in if putting a new revision onto an existing record*
- Then upload by dragging and drop into the document or record or catalogue as a new record.
- Delete PDF from desktop



Saving a Microsoft 365 document as a PDF

Adobe Express

How to Access Adobe Express



Staff Login

Convert to PDF

NSW Department of Education

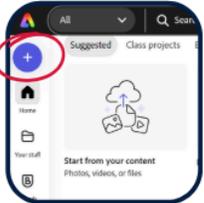
T4L Support Guides

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**.

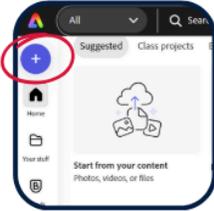


Convert to PDF

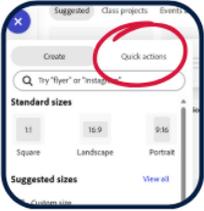
Convert from PDF

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.



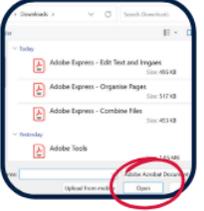
Step 3
Scroll down to convert from pdf and select.



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.

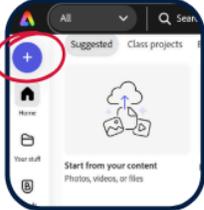


Convert from PDF

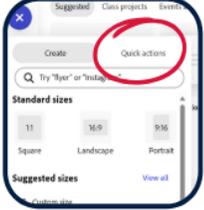
Edit Text and Images

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.



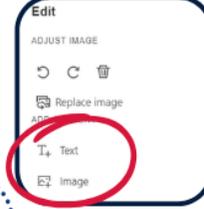
Step 5
Navigate to the PDF file that you require and select **open**.



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.

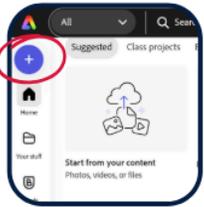


Edit Text and Images

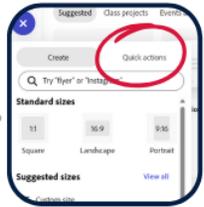
Combine Files and Organise Pages

NSW Department of Education
T4L Support Guides
Adobe Express
Combine Files

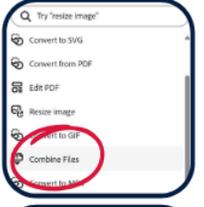
Step 1
Select the + icon in the top left corner.



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.



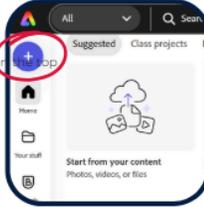
Step 8
Hit download.



Combine Files

NSW Department of Education
T4L Support Guides
Adobe Express
Organise Pages

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



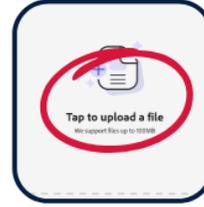
Step 2
Select the quick actions tab on the right of the pop-up menu.



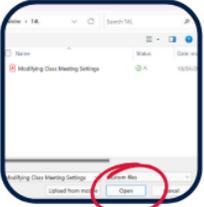
Step 3
Scroll down to organise pages and select.



Step 4
Tap inside the pop-up window.



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



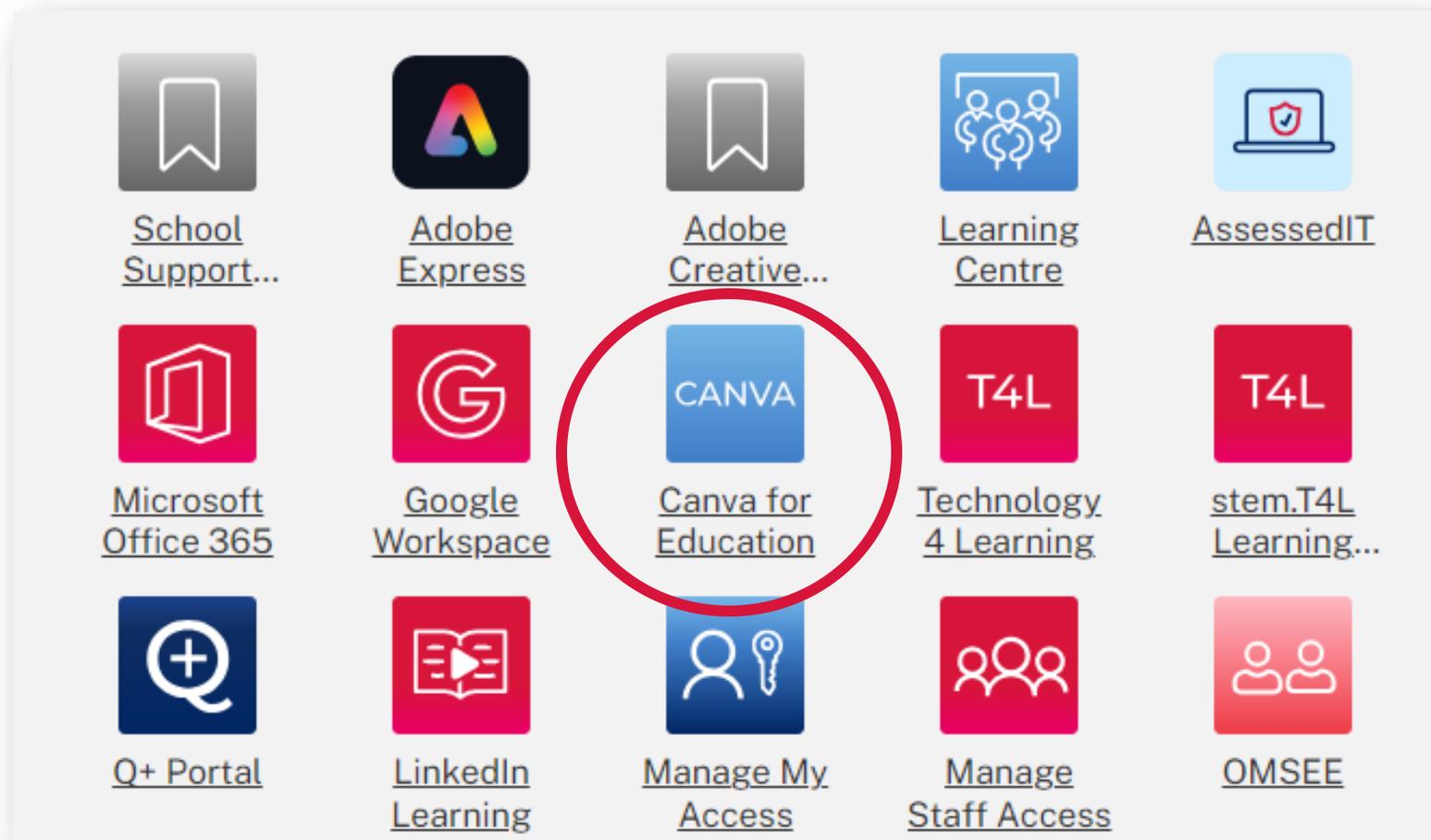
Step 6
Add more files in the same manner if needed by selecting add a file.



Organise Pages

Canva

How to Access Canva

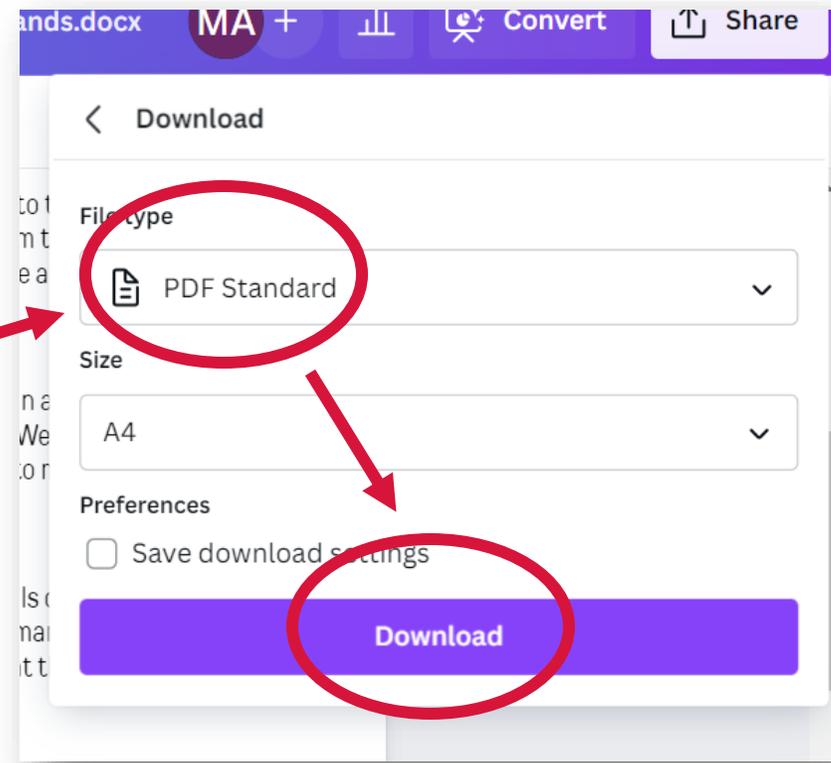
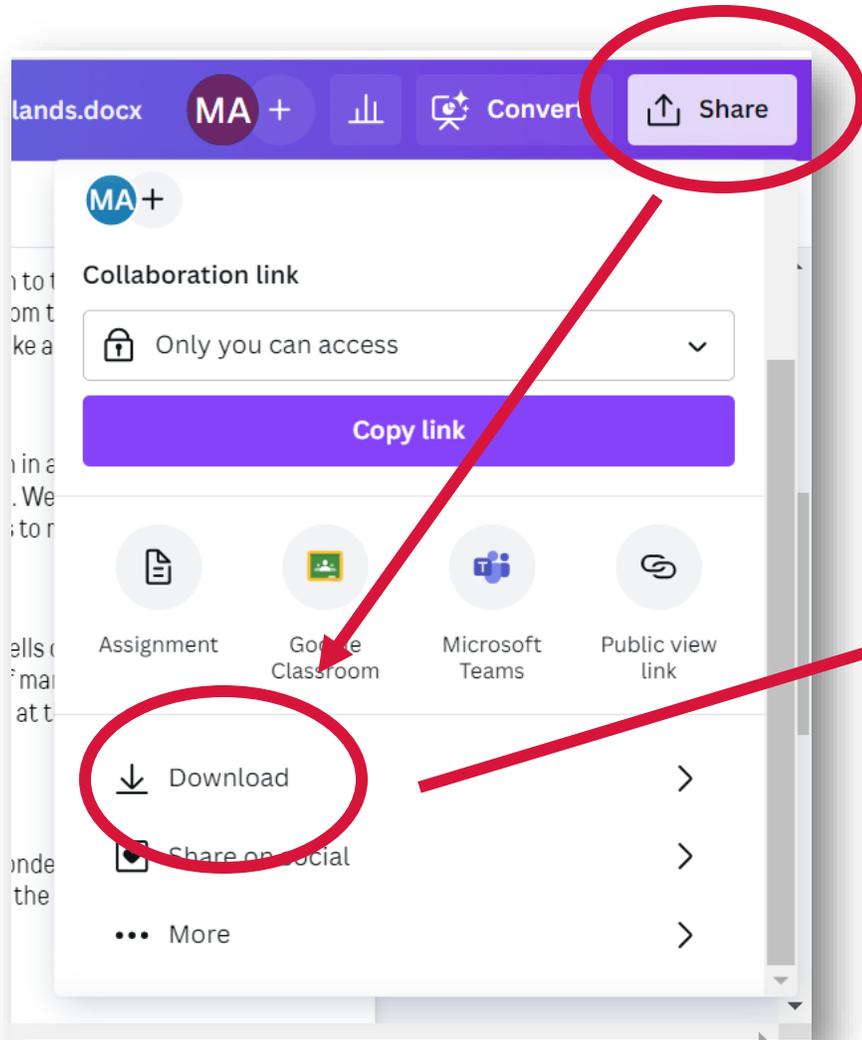


Upload Document



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, notifications, and a 'Create a design' button. A user profile icon for 'DST' is also visible. On the left, a sidebar contains navigation options: 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 search bar are icons for various design categories: For you, Docs, Whiteboards, Presentations, Social media, Videos, Print products, Websites, and More. The 'Upload' button is circled in red. Below the banner, there is a section titled 'You might want to try...' with five featured design templates: Education Presentation, Educational Video, Education Infographic, Classroom Poster, and Google Classroom Header.

Save as PDF



Organise Pages

Select pages to download
(option available via Share button)



File Role_Statement_Leader_Exam_Production_B1205_CL_9-10... Share

Deselect page

Role Description
Leader, Exam Production

Agency Overview

Primary purpose of the role

1

Key responsibilities

Key challenges

Key skills/competencies

2

Role of the role

Essential requirements

3

Key skills/competencies

4

Person capabilities

5

Download

File type

PDF Standard

Flatten PDF

Include notes

Select pages

Pages 2, 4

Page 1

Page 2

Page 3

Page 4

Page 5

Done



Shuffle or delete pages,
Add by copy and paste from
another open Canva
document

Grid View

Page 1 / 6

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 (eppy 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	✓	✓	✓
Redact PDFs	✓	✓	✓
Combine PDFs	✓	✓	✓
Split PDFs	✓	✓	✓
Convert PDFs to Word, Excel, PowerPoint, etc.	✓	✓	✓
Convert PDFs to images	✓	✓	✓
Convert PDFs to audio	✓	✓	✓
Convert PDFs to video	✓	✓	✓
Convert PDFs to HTML	✓	✓	✓
Convert PDFs to ePub	✓	✓	✓
Convert PDFs to JSON	✓	✓	✓
Convert PDFs to XML	✓	✓	✓
Convert PDFs to CSV	✓	✓	✓
Convert PDFs to JSON-LD	✓	✓	✓
Convert PDFs to RDF	✓	✓	✓
Convert PDFs to Turtle	✓	✓	✓
Convert PDFs to N-Triples	✓	✓	✓
Convert PDFs to RDF/XML	✓	✓	✓
Convert PDFs to XML Schema	✓	✓	✓
Convert PDFs to JSON Schema	✓	✓	✓
Convert PDFs to YAML	✓	✓	✓
Convert PDFs to Markdown	✓	✓	✓
Convert PDFs to HTML5	✓	✓	✓
Convert PDFs to EPUB	✓	✓	✓
Convert PDFs to MOBI	✓	✓	✓
Convert PDFs to AZW3	✓	✓	✓
Convert PDFs to EPUB 3	✓	✓	✓
Convert PDFs to EPUB 2	✓	✓	✓
Convert PDFs to EPUB 1	✓	✓	✓
Convert PDFs to EPUB 1.1	✓	✓	✓
Convert PDFs to EPUB 1.2	✓	✓	✓
Convert PDFs to EPUB 1.3	✓	✓	✓
Convert PDFs to EPUB 1.4	✓	✓	✓
Convert PDFs to EPUB 1.5	✓	✓	✓
Convert PDFs to EPUB 1.6	✓	✓	✓
Convert PDFs to EPUB 1.7	✓	✓	✓
Convert PDFs to EPUB 1.8	✓	✓	✓
Convert PDFs to EPUB 1.9	✓	✓	✓
Convert PDFs to EPUB 2.0	✓	✓	✓
Convert PDFs to EPUB 2.1	✓	✓	✓
Convert PDFs to EPUB 2.2	✓	✓	✓
Convert PDFs to EPUB 2.3	✓	✓	✓
Convert PDFs to EPUB 2.4	✓	✓	✓
Convert PDFs to EPUB 2.5	✓	✓	✓
Convert PDFs to EPUB 2.6	✓	✓	✓
Convert PDFs to EPUB 2.7	✓	✓	✓
Convert PDFs to EPUB 2.8	✓	✓	✓
Convert PDFs to EPUB 2.9	✓	✓	✓
Convert PDFs to EPUB 3.0	✓	✓	✓
Convert PDFs to EPUB 3.1	✓	✓	✓
Convert PDFs to EPUB 3.2	✓	✓	✓
Convert PDFs to EPUB 3.3	✓	✓	✓
Convert PDFs to EPUB 3.4	✓	✓	✓
Convert PDFs to EPUB 3.5	✓	✓	✓
Convert PDFs to EPUB 3.6	✓	✓	✓
Convert PDFs to EPUB 3.7	✓	✓	✓
Convert PDFs to EPUB 3.8	✓	✓	✓
Convert PDFs to EPUB 3.9	✓	✓	✓
Convert PDFs to EPUB 4.0	✓	✓	✓

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