



Tech Tips for Staff

Focus on PDFs & Adobe Acrobat Pro

Get Adobe Acrobat Pro on Your Computer:

Download the Acrobat XI Pro free 30-day trial via Adobe: <https://creative.adobe.com/products/acrobat>

Buy Acrobat XI Pro via UGA Store: http://institutional.srs.usg.edu/Institutional/Acrobat_2/Acrobat-XI-Pro

Why PDFs? Why Adobe Acrobat Pro?

- **PDFs are the standard** for filing and exchanging docs and are more **accessible** on the web
- Can be read on virtually all devices making them **universally compatible**
- Ensures **work looks right** when printed by others or viewed on someone else's screen
- **Secures your files** from others copying or editing content, and even opening, printing or adding pages

Adobe Acrobat Pro Tools to Remember:

- **From Word to PDF (and back again)** – In both programs go to “File” -> “Save As” -> “PDF” or “Word”
- **Editing Text & Objects** – “Tools” -> “Content” -> “Edit Text & Objects” -> “Edit Text / Object”
- **Adding/Extracting/Removing Pages** – “Tools” -> “Pages” -> “Delete / Extract / Replace / Insert”
- **Multiple Files into a New PDF** – “File” -> “Create” -> “Combine Files into a Single PDF”
- **Header & Footer** – “Tools” -> “Pages” -> “Header & Footer”
- **Adding/Editing/Removing Links** – “Tools” -> “Content” -> “Add or Edit Interactive Object” -> “Link”
- **Sanitizing a Document** – “Tools” -> “Protection” -> “Hidden Information” -> “Sanitize Document”
- **Encrypting PDFs** – “Tools -> “Protection” -> “Encrypt” -> “Certificate / Password”
- **PDF Fillable Form** – “Tools” -> “Forms” -> “Create” -> “Use the Current Document” (x2) -> “Tasks” -> “Add New Field” -> “Text Field / Check Box / Radio Button / Digital Signature”
- **Signing a PDF** – “Tools” -> “Sign & Certify” -> “Sign Document” -> draw box -> “Sign As: New ID” -> “New Digital ID... Create Now” -> “Name / Email” -> “File Name / Password” -> “Password” -> “Sign”



Tech Tips for Staff

Focus on Excel

Get Excel on Your Computer:

Download Excel (and other Microsoft Office programs) for free through UGA at:
<http://ugamail.uga.edu>

Tips to Remember:

- **Sum:** =SUM(cell range) Use the Sum formula when adding up a range of cells to find the total. Begin the formula with =, then SUM and in parentheses, enter the cell range you'd like to total up with a colon separating the two numbers. An example formula would look like this: =SUM(C4:C15). The next two formulas follow the same pattern.
- **Average:** To find the average value in a data set, use the Average formula. Enter =AVERAGE(cell range). Excel will add up the numbers in the range you set, and divide them by the number of cells.
- **Roundup:** Excel can round up to the nearest number you specify, and apply this to time as well. Enter =ROUNDUP((G2-F2)*24,1). Excel will use this to determine you are working with time and round up
- **Days 360:** Excel can calculate date ranges for you too. To find the number of days between two dates, enter =DAYS360((C7),(D7),FALSE).
- **Other Important Items:** Being able to reference another sheet, sorting data, and formatting text and integers will help simplify your spreadsheets and minimize your time and effort!
- **Auto-Features in Excel:** Using auto features like auto-fill, auto-sum and auto-fit can speed up your productivity no matter what type of data you are dealing with.
- **Graphical Representation:** Using Excel you can easily create charts and graphs from the data in a spreadsheet. Simply highlight the fields you want to illustrate, and use the charts tab to select the options you prefer (for example Column, Line or Pie). You can then edit by right clicking to format text or add data labels, and then save the chart or graph as a picture.
- **Formatting for Presentation, Printing or Personal Reference:** Excel has many features to enhance the formatting of your document. Making your work look nice visually can assist in doing your work more efficiently, and certainly helps if you plan to present or print your work as well. Select and highlight one or multiple cells to apply formatting options including font style and size, text alignment, number or date properties, font and background color, and font rotation. You can also add or remove cell borders. Use the layout tab and "print view" to set formatting specifically for printing and to preview your print.
- **The best way to develop skills in Excel is to start with a template, click around and explore.** Using your own personal budget is an excellent starting point for any beginner in Excel to practice the basics!