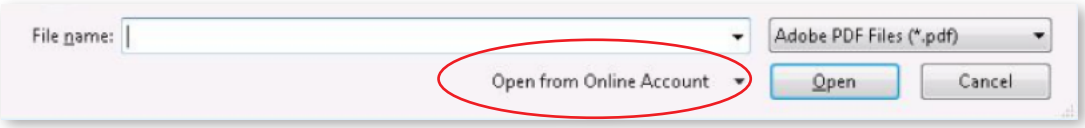
Work with SharePoint and Office 365 hosted PDF files in Adobe® Acrobat® XI

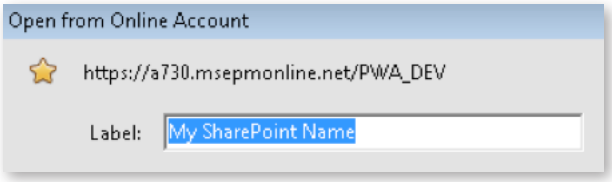
Integrate with Microsoft SharePoint* document libraries to open, edit, and save PDF files.

Open SharePoint or Office 365 hosted PDF files in Acrobat

1. In Acrobat, select File > Open.
2. Click Open From Online Account.

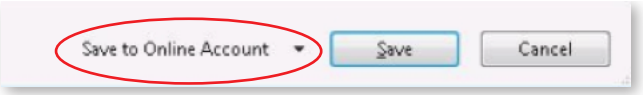


3. Click the radio button for SharePoint and enter the URL. Click Choose Account. Enter your SharePoint ID and password. Click OK.
4. If you consistently use this SharePoint database, you can make the location a favorite by clicking the star on the top left and typing a label for your location. This label will appear in your Acrobat Open and Save dialog boxes. Click OK.



Save a PDF file to SharePoint or Office 365 from Acrobat

1. Save an open PDF file.
2. Click Save To Online Account. If you made the SharePoint a favorite location, it appears in the list.
3. Navigate to the desired location in SharePoint. Click Save.



* Requires a Microsoft SharePoint server

Check files in and out

1. Check out a PDF file from SharePoint as you do for other file types. Make your modifications to the PDF file.
2. Check in the PDF file. The Version Control dialog box opens. Click OK.
3. SharePoint checks in the PDF file in the same manner as other file types.

Add and edit SharePoint metadata types in Acrobat

1. You can add or edit the metadata (edit properties) associated with a SharePoint-hosted PDF file as you do for other file types.
2. You can also work in Acrobat. Open the SharePoint-hosted PDF file.
3. In Acrobat, select File > SharePoint/Office 365 Server > Prepare Document Properties. The window displays the metadata for the file.
4. Make and save your changes. Check the file into SharePoint in the same manner as other file types.

For more information
www.adobe.com/products/acrobat

Popular Searches: PDF integration with SharePoint, PDF document reviews, Compare PDF files, PDF converter, PDF creator

Adobe Systems Incorporated
345 Park Avenue
San Jose, CA 95110-2704
USA
www.adobe.com

Adobe, the Adobe logo, and Acrobat are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries. All other trademarks are the property of their respective owners.

© 2012 Adobe Systems Incorporated. All rights reserved. Printed in the USA.

91073494 7/12