



NORTH CAROLINA
Department of Transportation

Working with PDFs

An Introduction to Adobe Acrobat Pro

August 6, 2025

Connecting people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina

Summary of Topics

- Downloading Adobe
- Converting Files to PDF
- Rotating Pages
- Adding Text to PDF
- Importing a Stamp
- Placing a Stamp
- Combining Files

Downloading Adobe Acrobat Pro

<https://www.adobe.com/acrobat/acrobat-pro.html>

The screenshot shows the Adobe Acrobat Pro website. At the top, the Adobe logo is on the left, and a navigation bar on the right contains a 'Go to Acrobat' button, a bell icon, a grid icon, and a user profile icon. The main heading is 'Adobe Acrobat Pro' with the Adobe logo icon. Below this is the subheading 'More than just a PDF app.' followed by a paragraph: 'Complete your purchase of Adobe Acrobat Pro and manage documents from any device. Try it worry-free backed by a full refund within 14 days of purchase if you change your mind.' and the pricing 'US\$19.99/mo for the annual, billed monthly plan.' Below this are three white cards on a dark blue background. The first card is titled 'Start a free trial of Acrobat.' and has a 'Start free trial' button circled in green. The second card is titled 'Buy Acrobat and do more.' and has a 'Buy now' button. The third card is titled 'Get Acrobat for business.' and has a 'Learn more' button. Each card has a corresponding image at the bottom: a woman working on a laptop, hands pointing at a laptop screen, and two people in a meeting.

Adobe

Go to Acrobat

Adobe Acrobat Pro

More than just a PDF app.

Complete your purchase of Adobe Acrobat Pro and manage documents from any device. Try it worry-free backed by a full refund within 14 days of purchase if you change your mind.

US\$19.99/mo for the annual, billed monthly plan.

Start a free trial of Acrobat.

Start free trial

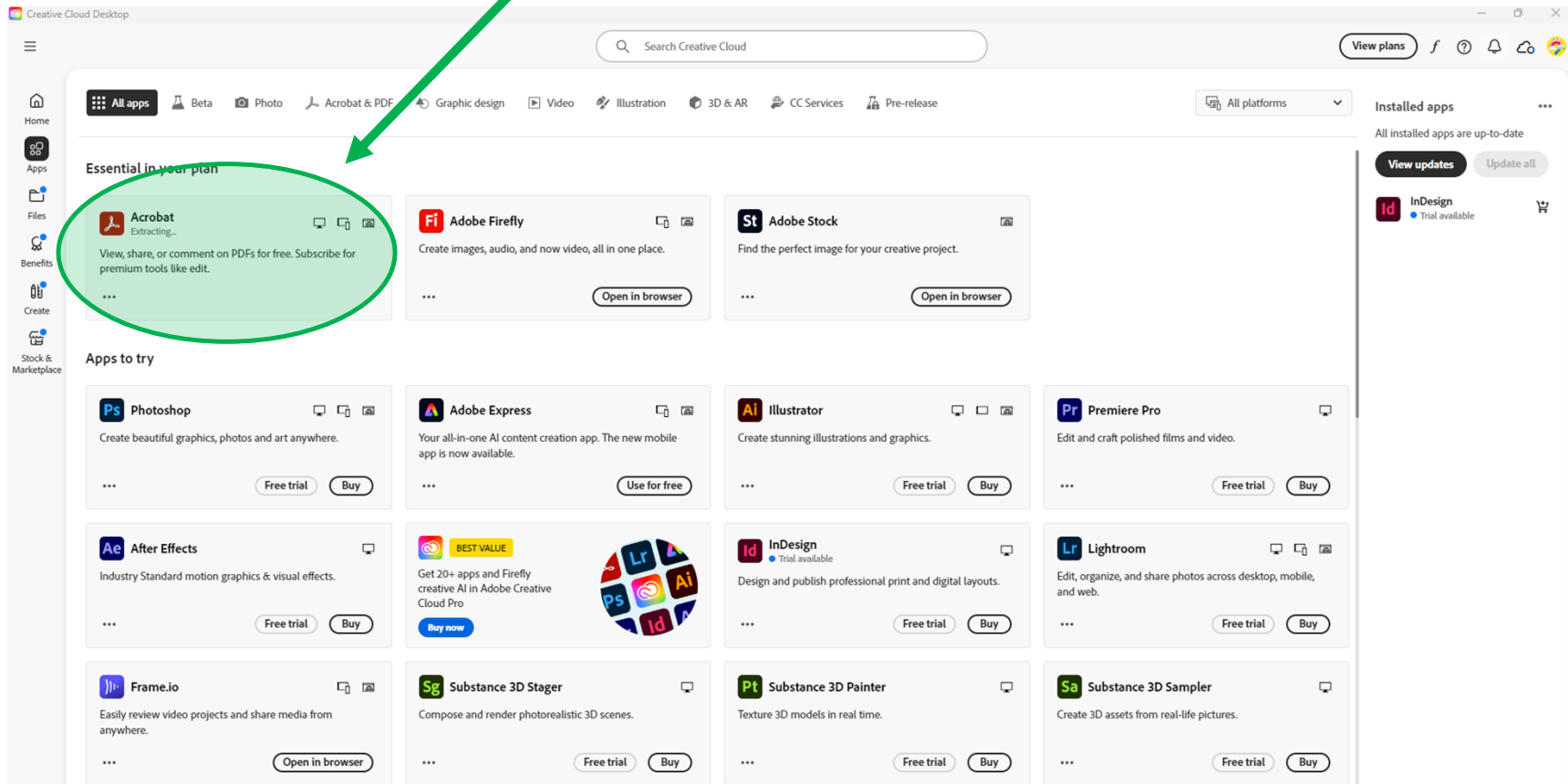
Buy Acrobat and do more.

Buy now

Get Acrobat for business.

Learn more

Open Acrobat within the Creative Cloud application.

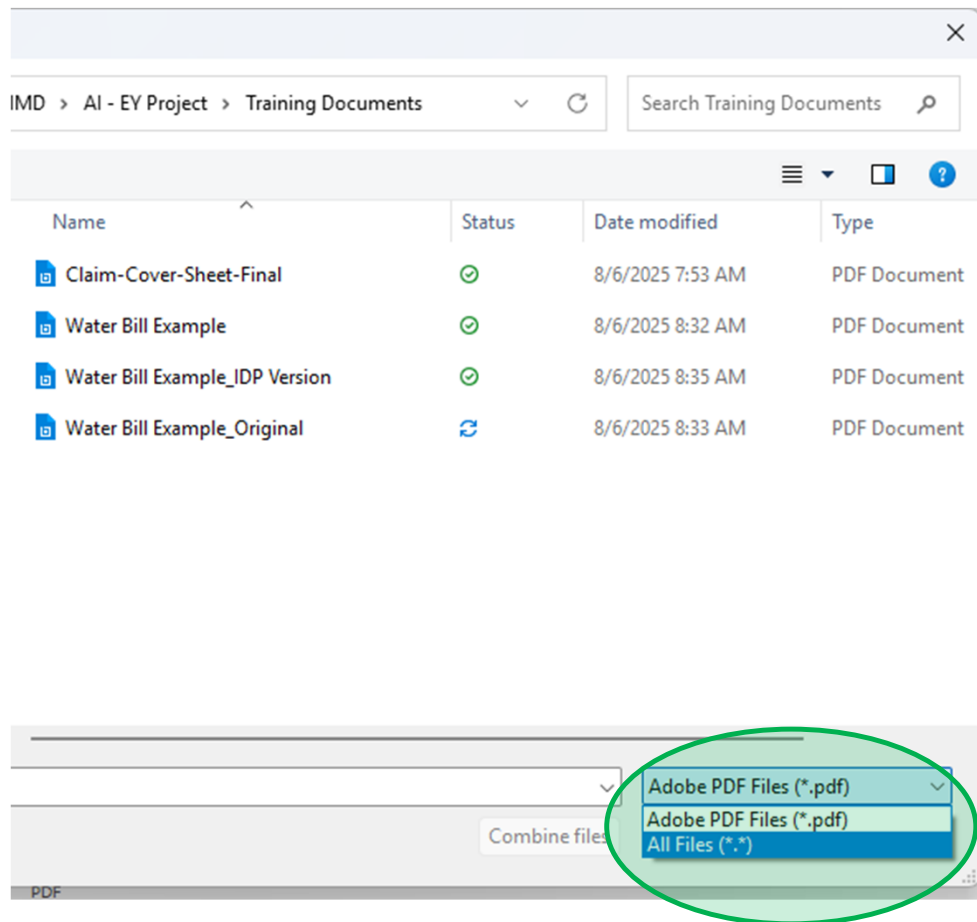


Converting Files to PDFs

Click "Open File"

The screenshot shows the Adobe Acrobat web interface. A green arrow points from a text box labeled "Click 'Open File'" to a green circular button labeled "Open File" in the "Recommended tools for you" section. The interface includes a sidebar on the left with navigation options like "Recent", "Starred", "Chats", "Files", "Your documents", "Scans", "Shared by you", and "Shared by others". The main area displays "Recommended tools for you" with options like "Combine files", "Request e-signatures", "Organize pages", "Share", "Add comments", and "Always open PDFs in Acrobat". Below this is a "Recent" table listing PDF files.

	NAME	SHARING	OPENED	SIZE
	Get started with Acrobat HANDS-ON TUTORIAL Not started	Only you	Today, 8:35 AM	—
	Water Bill Example_Original PDF	Only you	Today, 8:33 AM	122 KB
	Water Bill Example PDF	Only you	Today, 8:32 AM	118 KB
	Claim-Cover-Sheet-Final PDF	Only you	Today, 7:53 AM	49 KB
	Welcome PDF	Only you	Yesterday, 4:29 PM	—



Select "All Files (*.*)" to see Excel and Word documents.

The screenshot shows the ncdot.gov PDF editor interface. The top bar includes a menu, home icon, and tabs for 'Water Bill Example_Original.pdf', 'Water Bill Example_IDP Version...', and 'Claim-Cover-Sheet-Fina...'. The left sidebar lists various tools: AI Assistant, Generative summary, Export a PDF, Edit a PDF, Create a PDF, Combine files, Stylize this PDF, Organize pages, Fill & Sign, Send for comments, Request e-signatures, Scan & OCR, Protect a PDF, and Redact a PDF. The main area displays a 'CLAIM COVER SHEET' form with the following sections:

- Vendor Information:** Vendor Name, DBA/Unit or Department, PO Box/Street Address, City, ST ZIP Code, Phone | FAX, INVOICE #, AGREEMENT #, DATE.
- BILL TO:** ATTN: NC DOT, Division or Unit of Interest, Street Address, Number Mail Service Center, City, State, Zip Code.
- Questions regarding this claim should be directed to:** Name, Phone, Email.
- REQUEST FOR PAYMENT TIME PERIOD:** [] to []
- REQUESTING REIMBURSEMENT IN THE FULL AMOUNT OF:** []
- Remittance Address:** Vendor Name, DBA/Unit or Department, PO Box/Street Address, City, ST Zip Code.
- Certification:** I certify the information in this claim is accurate and true to the best of my knowledge and have not been reimbursed under any other claims or grant programs.
- SIGNATURE:** []

A green box highlights the text area on the right side of the form, containing the text: "Example of Imported Excel File Converted to PDF".

GET STARTED - 2/5
Follow easy steps to learn how to use edit and e-sign tools in a demo file.
[Start tutorial](#)

* VENDOR NEEDS TO COMPLETE ALL THE SHADED AREAS

Suggested for you: Request e-signatures, Fill & Sign, Add a stamp, ...

Note: Be sure to update data in original file before import!

Rotating Pages

Within the "Edit" toolbar, click the Rotate button.

Each click rotates right 90-degrees.

Click as necessary to correct orientation.

Inserting Text onto PDFs

Navigate to the Edit toolbar.

The screenshot shows the Adobe Acrobat interface. The 'Edit' tab is selected in the top toolbar. In the left-hand 'Edit' sidebar, the 'Text' tool is highlighted with a green circle. A green arrow points from a text box labeled 'Select "Text"' to this 'Text' tool. Another green arrow points from a text box labeled 'Navigate to the Edit toolbar.' to the 'Edit' tab in the top toolbar. The main document area displays a water bill with a table of usage, a list of charges, and a consumption history bar chart.

Service	Meter Number	Usage Period	Days	Prior Read	Current Read	Consumption / Gallons
Water	90462664	6/10/22 - 7/11/22	31	327	1464	1137

Activity Since Last Bill

Previous Bill	\$112.61
Payment - Thank You	\$-112.61
Balance Forward	\$0.00
Current Charges	
Flat Base Charge < 2000/per unit	\$50.77
Water Total	\$50.77
Flat Base Charge < 2000/per unit	\$60.04
Sewer Total	\$60.04
Total Current Charges:	\$110.81
Amount Due:	\$110.81

Amount Due: \$110.81

This Bill is Subject to a \$10 Late Fee After 8/15/2022

Consumption History

Graph consumption based on read dates.

AUTO PAY IS CONVENIENT & WORRY FREE! VISIT [REDACTED] TO ENROLL IN AUTO PAY TODAY.

Select "Text"

Select "Text" to initiate tool for drawing text box.

The screenshot shows the Adobe Acrobat Editor interface with a water bill PDF open. The left sidebar contains the 'Edit' panel with the 'ADD CONTENT' section expanded, where the 'Text' tool is highlighted. A green arrow points from the 'Text' tool to a green rectangular box on the bill, indicating where to place the text box. Another green arrow points from the 'Text' tool to the 'Text' button in the 'ADD CONTENT' section.

Water Bill Example

Service	Meter Number	Usage Period	Days	Prior Read	Current Read	Consumption / Gallons
Water	90462864	6/10/22 - 7/11/22	31	327	1464	1137

Activity Since Last Bill

Previous Bill	\$112.61
Payment - Thank You	\$-112.61
Balance Forward	\$0.00

Current Charges

Flat Base Charge < 2000/per unit	\$50.77
Water Total	\$50.77
Flat Base Charge < 2000/per unit	\$60.04
Sewer Total	\$60.04
Total Current Charges:	\$110.81
Amount Due:	\$110.81

This Bill is Subject to a \$10 Late Fee After 8/15/2022

Consumption History

Graph consumption based on read dates.

1

Using your cursor, drag and drop the text box tool into the shape and location of where you'd like the text box to appear.

The screenshot shows the Adobe Acrobat interface with a water bill PDF open. A text box is being created over the vendor address information. A green arrow points from a text box below to the text box being created on the PDF.

Water Bill Data:

Service	Meter Number	Usage Period	Days	Prior Read	Current Read	Consumption / Gallons
Water	90462864	6/10/22 - 7/11/22	31	327	1484	1137

Activity Since Last Bill

Previous Bill	\$112.61
Payment - Thank You	\$-112.61
Balance Forward	\$0.00
Current Charges	
Flat Base Charge < 2000/per unit	\$50.77
Water Total	\$50.77
Flat Base Charge < 2000/per unit	\$60.04
Sewer Total	\$60.04
Total Current Charges:	\$110.81
Amount Due:	\$110.81

Consumption History

Graph consumption based on read dates.

Vendor - 1327
1104630 - 533050 - CTPAD G334
1104630 - 533060 - CTPAD G335

Text Box Content:

Vendor - 1327
1104630 - 533050 - CTPAD G334
1104630 - 533060 - CTPAD G335

Type text directly into text box.

Important Note: Press "Esc" key on keyboard to exit text box creation tool prior to typing.

Importing and Using a PAID Stamp

The screenshot shows the Adobe Acrobat web interface. A green circle highlights the home icon in the top-left navigation bar. A green box with the text "Navigate to 'See all tools'" has an arrow pointing to the "See all tools" link in the "Recommended tools for you" section. The interface includes a sidebar on the left with sections for "Recent", "Starred", "Files", "Other file storage", and "Agreements". The main area displays "Recommended tools for you" with options like "Combine files", "Request e-signatures", and "Organize pages". Below this is a "Recent" table listing documents.

Home icon highlighted in the top-left navigation bar.

Navigate to "See all tools"

See all tools

Recommended tools for you

- Combine files**
Merge multiple files into a single PDF.
[Use now](#)
- Request e-signatures**
Send a document to anyone to e-sign online fast.
[Use now](#)
- Organize pages**
Delete, rotate, extract, insert, or reorder pages.
[Use now](#)

Always open PDFs in Acrobat
Set Adobe Acrobat as your default app to open all PDFs.
[Set as default](#)

Recent

	NAME	SHARING	OPENED	SIZE
	US Cellular Bill Example ADOBE EXPRESS	—	Today, 10:33 PM	574 KB
	Contract Comparison_PEF ADOBE EXPRESS	—	Today, 9:28 PM	42 KB
	Welcome PDF	Only you	Today, 4:29 PM	—
	Get started with Acrobat HANDS-ON TUTORIAL Not started	Only you	Today, 4:29 PM	—

Protect a PDF

Redact a PDF

Use a certificate

Share and review



Add comments

Share

Send for comments

Add a stamp

Compare files

Prepare



Apply PDF standards

Prepare for accessibility

Use print production

Use guided actions

Measure objects

Add search index



Create custom tool



Use JavaScript

Select "Open" under
"Add a stamp"

Menu

All tools

US Cellular Bill Example.pdf

New document

+ Create

All tools

Edit

Convert

E-Sign

Find text or tools

Share

Ask AI Assistant

< Add a stamp

Stamp

Stamps palette

Custom stamps

Bates numbering

Create

Manage

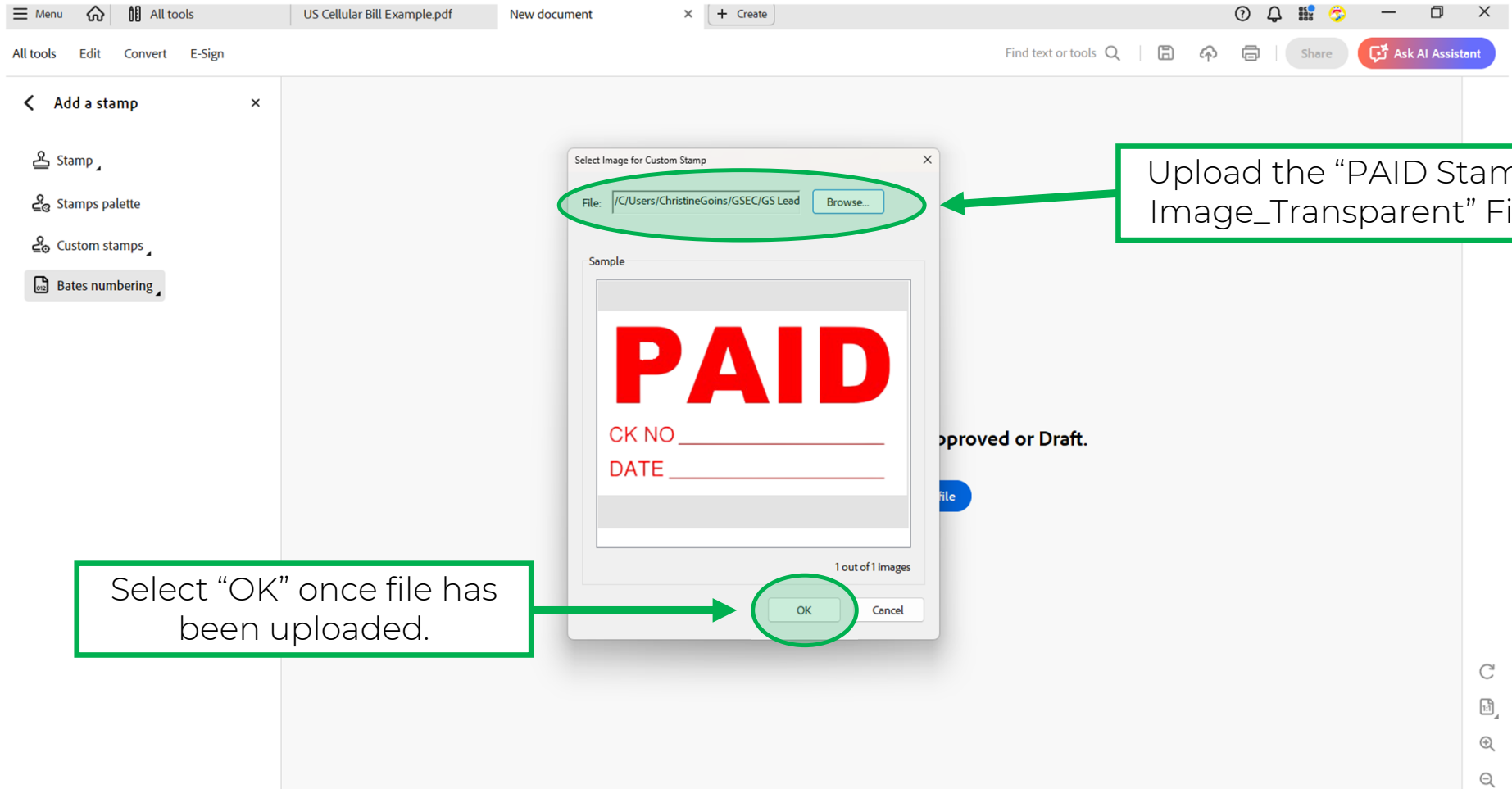
Choose "Custom Stamps" then "Create"

Add or delete stamps such as Approved or Draft.

Start tutorial

Select a file

Help



The screenshot shows the ncdot.gov PDF editor interface. The top bar includes a menu, home icon, 'All tools', and a document titled 'US Cellular Bill Example.pdf'. The left sidebar has 'Add a stamp' selected. The main area displays a 'Create Custom Stamp' dialog box. The dialog has a preview of a red 'PAID' stamp with fields for 'CK NO' and 'DATE'. To the right, the 'Category' is set to 'IMD Claims' and the 'Name' is 'Paid Stamp'. A checkbox 'Down sample stamp to reduce file size' is checked. At the bottom are 'Help', 'OK', and 'Cancel' buttons. Three green arrows point to the 'Category' dropdown, the 'Name' text box, and the 'OK' button, each with a corresponding text box explaining the step.

Menu Home All tools US Cellular Bill Example.pdf New document + Create

All tools Edit Convert E-Sign Find text or tools Share Ask AI Assistant

< Add a stamp x

- Stamp
- Stamps palette
- Custom stamps
- Bates numbering

Create Custom Stamp

PAID

CK NO _____

DATE _____

Select Image for Custom Stamp...

Category: IMD Claims

Name: Paid Stamp

☒ Down sample stamp to reduce file size

Help OK Cancel

Select existing Category or create new (for example, "IMD Claims")

Provide name for Stamp

Click "OK" once complete

The screenshot shows a PDF editor window with a water bill document. The left sidebar contains a list of tools, with 'Add a stamp' highlighted. A green arrow points from this tool to a text box that says 'Click "Add a stamp"'. The water bill document contains the following information:

Service	Meter Number	Usage Period	Days	Prior Read	Current Read	Consumption / Gallons
Water	90462664	6/10/22 - 7/11/22	31	327	1464	1137

Activity Since Last Bill

Previous Bill	\$112.61
Payment - Thank You	\$-112.61
Balance Forward	\$0.00

Current Charges

Flat Base Charge < 2000/per unit	\$50.77
Water Total	\$50.77
Flat Base Charge < 2000/per unit	\$60.04
Sewer Total	\$60.04
Total Current Charges:	\$110.81
Amount Due:	\$110.81

This Bill is Subject to a \$10 Late Fee After 8/15/2022

Consumption History

Graph consumption based on read dates.

AUTO PAY IS CONVENIENT & WORRY FREE! VISIT [REDACTED] NO VISIT SERVICE/IMPORTANT FORMS/BANK DRAFT AUTHORIZATION TO ENROLL IN AUTO PAY TODAY.

Vendor - 1327
1104630 - 533050 - CTPAD G334
1104630 - 533060 - CTPAD G335

Select "Stamp" then choose the location of where you saved your stamp.

Click on the stamp image to activate the stamp.

The screenshot shows a PDF editor interface with a sidebar on the left containing a 'Stamp' icon. A dropdown menu is open, showing various stamp options. A green box highlights the 'Stamp' icon, and another green box highlights the 'PAID' stamp option. A third green box highlights the 'IMD Claims' option. The main area displays a sample water bill with a table of service details, a consumption history graph, and a list of charges.

Service	Meter Number	Usage Period	Days	Prior Read	Current Read	Consumption / Gallons
Water	90462664	6/10/22 - 7/11/22	31	327	1464	1137

Activity Since Last Bill

Previous Bill	\$112.61
Payment - Thank You	\$-112.61
Balance Forward	\$0.00

Current Charges

Fiat Base Charge < 2000/per unit	\$50.77
Water Total	\$50.77
Fiat Base Charge < 2000/per unit	\$60.04
Sewer Total	\$60.04
Total Current Charges:	\$110.81

Amount Due: \$110.81

This Bill is Subject to a \$10 Late Fee After 8/15/2022

Vendor - 1327
1104630 - 533050 - CTPAD G334
1104630 - 533060 - CTPAD G335

Consumption History

Graph consumption based on read dates.

AUTO PAY IS CONVENIENT & WORRY FREE! VISIT [www.ncdot.gov](#) AND VISIT SERVICE/IMPORTANT FORMS/BANK DRAFT AUTHORIZATION TO ENROLL IN AUTO PAY TODAY.

The screenshot shows a PDF viewer interface with a water bill document. A large red 'AID' watermark is visible on the left. The bill includes a table with the following data:

Service	Meter Number	Usage Period	Days	Prior Read	Current Read	Consumption / Gallons
Water	90462684	6/10/22 - 7/11/22	31	327	1464	1137

Below the table, there is a section for 'Activity Since Last Bill' with the following details:

- Previous Bill: \$112.61
- Payment - Thank You: \$-112.61
- Balance Forward: \$0.00

To the right of this section is a 'Consumption History' bar chart showing consumption over time from 6/20/21 to 7/10/22. The chart shows consumption levels fluctuating between approximately 800 and 1200 gallons.

An 'Identity Setup' dialog box is overlaid on the bill, prompting the user to enter identity information. The dialog box contains the following fields:

- Login Name: ChristineGoins
- Name: [Empty field]
- Title: [Empty field]
- Company: [Empty field]
- Department: [Empty field]
- Email Address: [Empty field]

At the bottom of the dialog box, there are two buttons: 'Complete' and 'Cancel'. A green circle highlights the 'Cancel' button, and a green arrow points from this circle to a text box below the screenshot.

If prompted with an "Identity Setup" screen, you can simply click "Cancel" to bypass.

Service	Meter Number	Usage Period	Days	Prior Read	Current Read	Consumption / Gallons
Water	90462664	6/10/22 - 7/11/22	31	327	1464	1137

Activity Since Last Bill	
Previous Bill	\$112.61
Payment - Thank You	\$-112.61
Balance Forward	\$0.00
Current Charges	
Flat Base Charge < 2000/per unit	\$50.77
Water Total	\$50.77
Flat Base Charge < 2000/per unit	\$60.04
Sewer Total	\$60.04
Total Current Charges:	\$110.81
Amount Due:	\$110.81

Graph consumption based on read dates.

AUTO PAY IS CONVENIENT & WORRY FREE! VISIT [FORMS/BANK DRAFT AUTHORIZATION TO ENROLL IN AUTO PAY TODAY.](#)

PAID

CK NO _____

DATE _____

Click to place the PAID stamp.

Resize by clicking a corner hub.

Service	Meter Number	Usage Period	Days	Prior Read	Current Read	Consumption / Gallons
Water	90462664	6/10/22 - 7/11/22	31	327	1464	1137

Activity Since Last Bill	
Previous Bill	\$112.61
Payment - Thank You	\$-112.61
Balance Forward	\$0.00
Current Charges	
Flat Base Charge < 2000/per unit	\$50.77
Water Total	\$50.77
Flat Base Charge < 2000/per unit	\$60.04
Sewer Total	\$60.04
Total Current Charges:	\$110.81
Amount Due:	\$110.81

Graph consumption based on read dates.

AUTO PAY IS CONVENIENT & WORRY FREE! VISIT [FORMS/BANK DRAFT AUTHORIZATION TO ENROLL IN AUTO PAY TODAY.](#)

PAID

CK NO _____

DATE _____

Vendor - 1327
1104630 - 533050 - CTPAD G334
1104630 - 533060 - CTPAD G335

Drag the stamp to the desired location.

Helpful Note: Similar to exiting the text box tool, click the "Esc" key on your keyboard to exit placement of additional stamps.

Menu Home Water Bill Example_OriginalPdf Water Bill Example_IDP_ x + Create

All tools Edit Convert E-Sign Find text or tools

Edit

FORMAT TEXT

Minion Pro

12

1.20 0

100 VA 0

MODIFY PAGE

Organize pages

ADD CONTENT

Text

Image NEW

Header and footer

More

Service	Meter Number	Usage Period	Days	Prior Read	Current Read	Consumption / Gallons
Water	90462664	6/10/22 - 7/11/22	31	327	1464	1137

Activity Since Last Bill

Previous Bill \$112.61

Payment - Thank You \$-112.61

Balance Forward \$0.00

Current Charges

Flat Base Charge < 2000/per unit \$50.77

Water Total \$50.77

Flat Base Charge < 2000/per unit \$60.04

Sewer Total \$60.04

Total Current Charges: \$110.81

Amount Due: \$110.81

This Bill is Subject to a \$10 Late Fee After 8/15/2022

Consumption History

Graph consumption based on read dates.

AUTO PAY IS CONVENIENT & WORRY FREE! VISIT [REDACTED] NO VISIT SERVICE/IMPORTANT FORMS/BANK DRAFT AUTHORIZATION TO ENROLL IN AUTO PAY TODAY.

Vendor - 1327

1104630 - 533050 - CTPAD G334

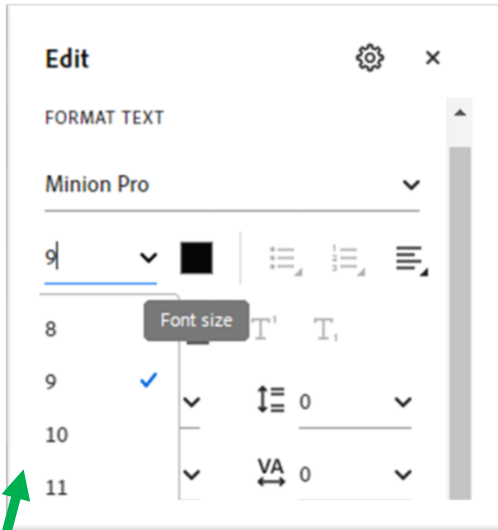
1104630 - 533060 - CTPAD G335

PAID

CK NO [REDACTED]

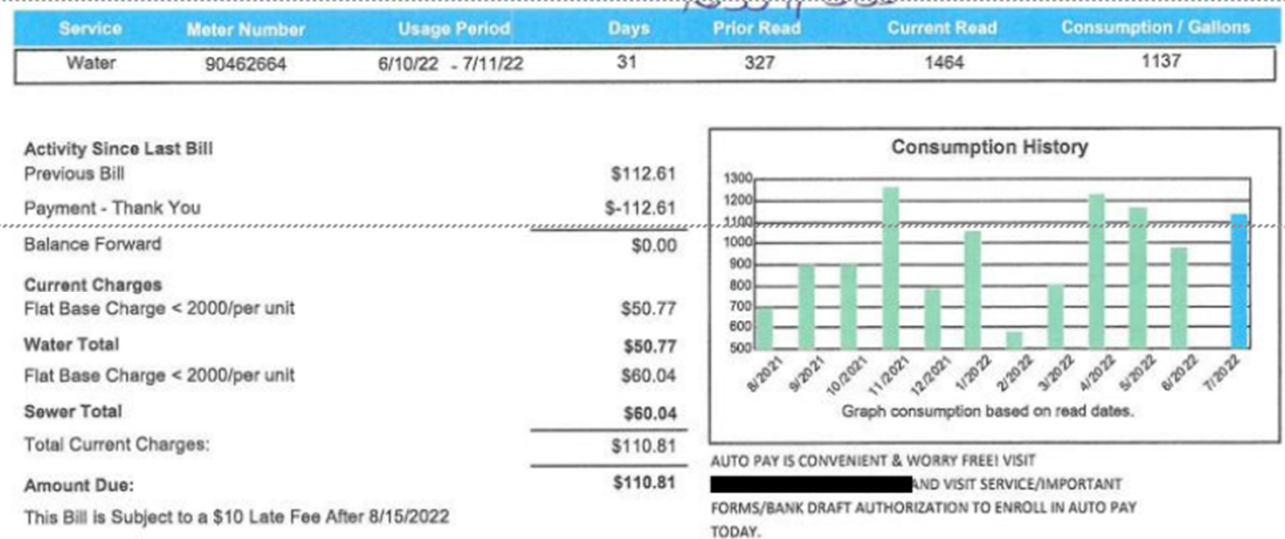
DATE [REDACTED]

Using previous instructions, insert text box to enter Check Number and Date onto stamp.



Note: Text sizes can be edited as necessary to better fit the stamp.

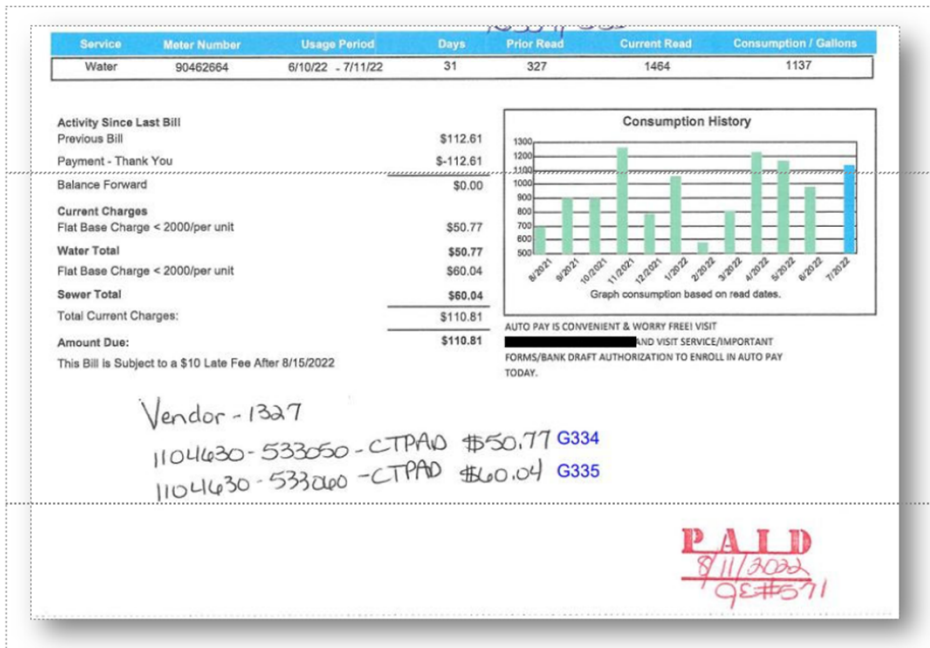
Enter appropriate data.



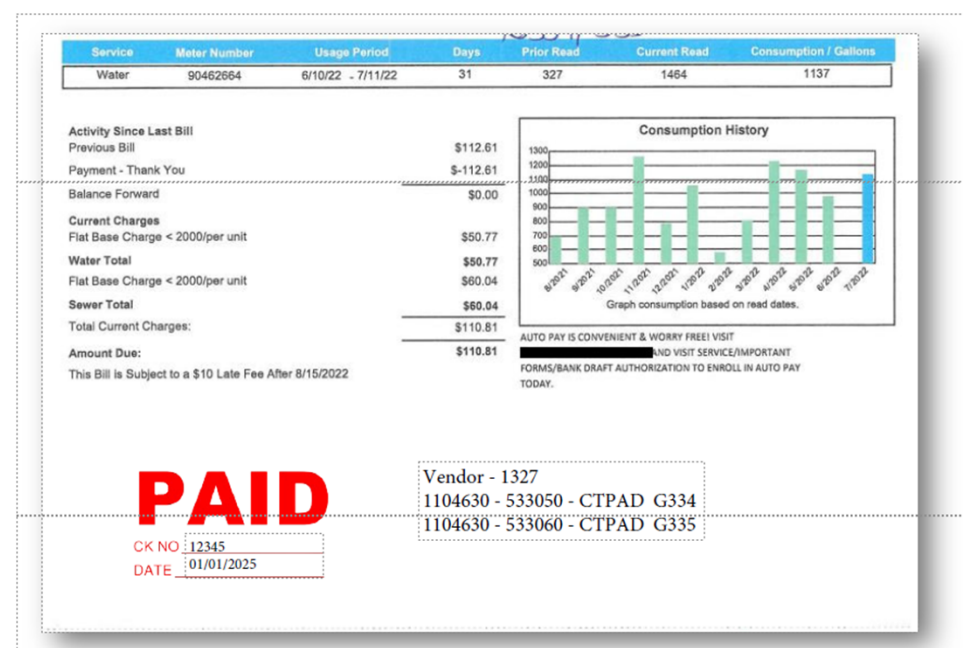
PAID

CK NO 12345
DATE 01/01/2025

Vendor - 1327
1104630 - 533050 - CTPAD G334
1104630 - 533060 - CTPAD G335



Hand-Written Version



PDF Version

Combining Files into a Single PDF

The screenshot displays the ncdot.gov PDF editor interface. The top navigation bar includes a 'Menu' icon, a 'Claim-Cover-Sheet-Fina...' tab, and a 'Water Bill Example_Original.pdf' tab. The 'All tools' menu is open on the left, listing various editing options. A green box highlights the 'Combine files' option, with a green arrow pointing to it from a text box that reads: "Under 'All Tools' select 'Combine files'".

CLAIM COVER SHEET

Vendor Name _____ INVOICE # _____
AGREEMENT # _____
DATE: _____

BILL TO:
ATTN: NC DOT
Division or Unit of Interest _____
Street Address _____
Number Mail Service Center _____
City, State, Zip Code _____

Questions regarding this claim should be directed to:
Name: _____
Phone: _____
Email: _____

REQUEST FOR PAYMENT TIME PERIOD : _____ to _____
REQUESTING REIMBURSEMENT IN THE FULL AMOUNT OF: _____

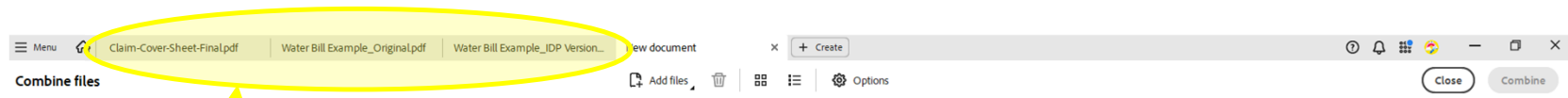
Remittance Address: Vendor Name _____
DBA/Unit or Department _____
PO Box/Street Address _____
City, ST Zip Code _____

I certify the information in this claim is accurate and true to the best of my knowledge and have not been reimbursed under any other claims or grant programs.

SIGNATURE _____

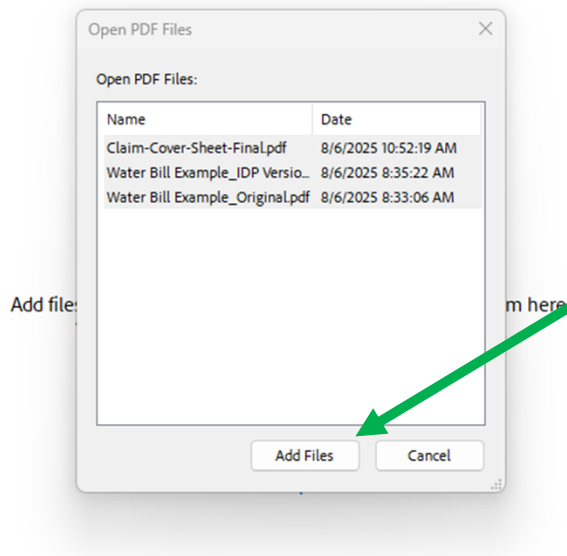
* VENDOR NEEDS TO COMPLETE ALL THE SHADED AREAS

Suggested for you Request e-signatures Fill & Sign Add a stamp ...



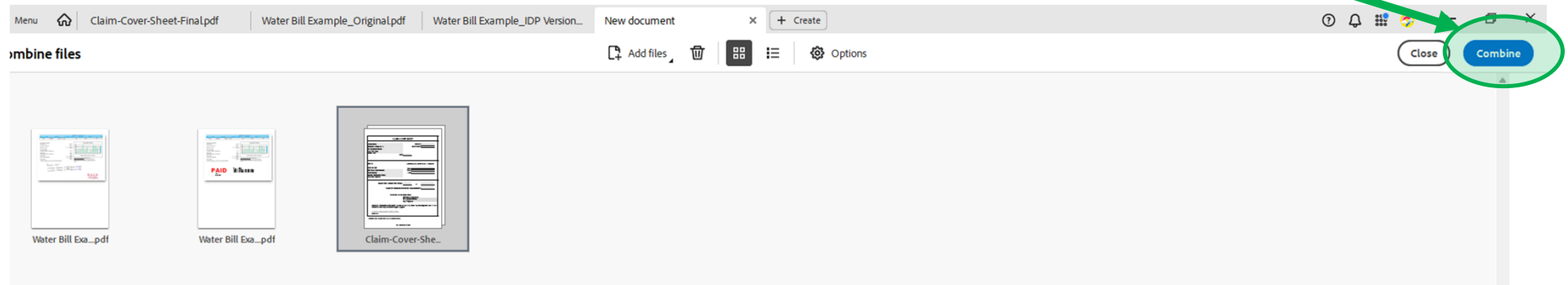
Select "Add Open Files" to include all open files (highlighted in yellow) within combined PDF.

Select "Add Files" to select additional/other files for inclusion in combined PDF.



If using "Add Open Files",
click "Add Files"

On the following screen,
click "Combine"



The screenshot shows a web browser window with a PDF document titled "Binder1.pdf" open. The browser's address bar shows "DP Version..." and a search bar. The PDF content includes a table of service charges, a consumption history graph, and a "PAID" stamp. A green circle highlights the "Binder1.pdf" tab, and another green circle highlights the "Save" icon in the browser's toolbar. A green arrow points from the "Save" icon to a text box that says "Click Save icon to rename and save to your files." Another green arrow points from the "Binder1.pdf" tab to a text box that says "Combined files become 'Binder1.pdf'".

Service	Meter Number	Usage Period	Days	Previous Read	Current Read	Consumption / Gallons
Water	90462664	6/10/22 - 7/11/22	31	327	1464	1137

Activity Since Last Bill

Previous Bill	\$112.61
Payment - Thank You	\$-112.61
Balance Forward	\$0.00
Current Charges	
Flat Base Charge < 2000/per unit	\$50.77
Water Total	\$50.77
Flat Base Charge < 2000/per unit	\$60.04
Sewer Total	\$60.04
Total Current Charges:	\$110.81
Amount Due:	\$110.81

This Bill is Subject to a \$10 Late Fee After 8/15/2022

Vendor - 1327

1104630-533050-CTPAD \$50.77 G334

1104630-533060-CTPAD \$60.04 G335

PAID
8/11/2022
98#571

Consumption History

Graph consumption based on read dates.

Find text or tools

Share Ask AI Assistant

Click Save icon to rename and save to your files.

Combined files become "Binder1.pdf"

Thank you!

