Getting Adobe Acrobat Pro

How do I get an Adobe Acrobat Pro license?

All faculty and staff, including student workers, are provided an Adobe CC Enterprise license once marked as an employee, this includes Adobe Acrobat Pro. Employees do not need to do anything extra to receive a license.

How do I install CC applications?

Faculty and staff can download and install Adobe CC app and Adobe Acrobat Pro onto any number of devices but will only be able to use two devices simultaneously. The installation can be performed on WSU-owned Windows computers, WSU-owned Mac computers, and personally-owned computers.

For WSU-owned Windows computers:

1. Click the **Start menu** and open the **Software Center** program.
2. Find **Adobe NUL CC Desktop Application** in the list and click **Install**.
3. Once the install is finished, click the **Start menu** and open the **Adobe Creative Cloud** program.
4. On the Sign In prompt, enter your **Weber State employee email address** (e.g. WaldoWildcat@weber.edu) and click **Continue**.
   ○ **Note:** Student workers will need to use their Weber State student email address (e.g. WaldoWildcat@mail.weber.edu).
5. If prompted, select **Company or School Account**.
   ○ **Note:** Be careful not to accidentally select Personal Account which is a non-WSU Adobe account
6. On the WSU CAS page, enter your regular Wildcat username and password and click **Log In**.
7. If prompted for a profile, select **USHE - Weber State University**
8. Once signed in, click the **Apps** tab and click **Install** next to **Acrobat**

For WSU-owned Mac computers:

1. Go to **Applications** and open the **Self Service** application.
2. Find **Adobe NUL CC Desktop Application** in the list and click **Install**.
3. Once the install is finished, go to **Applications** and open the **Adobe Creative Cloud** application.
4. On the Sign In prompt, enter your **Weber State employee email address** (e.g. WaldoWildcat@weber.edu) and click **Continue**.
   ○ **Note:** Student workers will need to use their Weber State student email address (e.g. WaldoWildcat@mail.weber.edu).
5. If prompted, select **Company or School Account**.
   ○ **Note:** Be careful not to accidentally select Personal Account which is a non-WSU Adobe account
6. On the WSU CAS page, enter your regular Wildcat username and password and click **Log In**.

7. If prompted for a profile, select **USHE - Weber State University**
8. Once signed in, click the **Apps** tab and click **Install** next to **Acrobat**

Pointers for Opening PDF Files:

When opening a downloaded file from email or the web, it will sometimes open up in the web browser. To utilize Acrobat Pro for editing, please browse to the downloads folder to open the file.

- **Mac:**
  - Select the PDF and click File > Get Info.
  - Choose the application you want to use to view the PDF, in this case **Acrobat**.
  - Click Open.

  You can also make Acrobat your default PDF reader.

  - Go to File > Get Info.
  - Select Open with: > Adobe Acrobat.
  - Click Change All.

- **Windows:**
  - Select the PDF, right click and select **Open With**.
  - Choose the application you want to use to view the PDF< in this case **Acrobat**.

  You can also make Acrobat your default PDF reader.

  - Go to File, right click and select **Properties**.
  - Click **Change** and choose **Acrobat**.
  - Click **Select Default** and then **OK**.

Useful Links:

- https://www.weber.edu/help/kb/adobeemployees.html
- https://helpx.adobe.com/acrobat/kb/not-default-pdf-owner-windows10.html
- https://www.adobe.com/acrobat/hub/how-to-read-pdfs-on-mac.html#:~:text=Go%20to%20File%20%3E%20Get%20Info,Open%20with%3A%20%3E%20Adobe%20Acrobat.