Acrobat

6

ADOBE ACROBAT PROFESSIONAL 6.0

Instructional Technology Center

Adobe Acrobat

About Acrobat 3

Additional Features 3

Right-click PDF document creation (Windows) 3

One-button PDF document creation from Internet Explorer (Windows) 3

PDF file creation from multiple files 3

PDF file creation from screen captures 3

PDF from MS Office file 3

Acrobat Reader vs. Adobe Acrobat Application 4

Acrobat Pricing 4

Acrobat in Education 4

Getting Help 4

To Access Help 4

Navigating Acrobat 5

Navigation Pane 5

To show or hide the navigation pane 5

Document Pane 5

Zoom In Tool 6

Actual Size Tool 6

Fit Page Tool 6

Fit Width Tool 6

Magnification Level 6

How To Pane 6

To open or close the How To window 6

Creating a PDF Document 6

To create a PDF in Acrobat 6

To create a PDF from MS Office applications 6

To create a PDF from other applications 6

To create a PDF from Web pages in Internet Explorer 7

To create a PDF file from other Web browsers 7

To create a PDF file from multiple files 8

To create a PDF file from a scanned image 8

Editing Adobe PDF files 8

Editing Text 8

To edit text in a PDF file 8

To add new text to a document 9

Editing Images 9

To edit an image or object with the TouchUp Object tool 9

Cropping Pages 10

To crop a page 10

Extracting, Moving, Copying and Deleting Pages 10

To extract a page 10

To move a page within a document using a page thumbnail 10

To copy a page within a document using a page thumbnail 10

To delete a page: 10

Appending PDF Documents 11

To append a file 11

Adding Navigation to PDF Documents 11

Thumbnails 11
To create thumbnails 11

Bookmarks 11
To bookmark a page 11
To bookmark a destination within a page 11
To edit a bookmark's destination: 12
To delete a bookmark: 12
To nest a bookmark under another bookmark: 12
To move a bookmark out of a nested position 12

Bookmarks Created in Microsoft Office 12

Links 12
To create links 12

Adding Comments to a PDF Document 14

Note Tool 14
To add a note 14
To delete a note 14

Highlighter Tool 14
To highlight text 15
To change the appearance of a highlight 15
To delete a highlight 16

The Stamp Tool 16
To stamp a document 16
To delete a stamp 16

Setting the Document Properties 16

Description 16

Fonts 16

Initial View 16

Security 17
To set the document properties 17

Additional Resources for Learning Acrobat 17

Introduction to Acrobat Reader 17

Adobe Guides and References in the Acrobat Expert Center 17

eTraining at GSU 17

About Acrobat

Adobe Acrobat 6.0 Professional software permits the user to distribute, review and archive files created from a variety of sources, including specialized software applications. Acrobat 6.0 offers reliable, efficient document exchange as well as the greater control over how the end-user views the final output. Acrobat 6.0 includes expanded support for creating Adobe PDF documents from many of your favorite applications.

The first step to using Acrobat is to create an Adobe PDF document. PDF documents retain the appearance of your original documents, so you don't need to worry about losing document quality when you convert files to PDF. And because PDF documents can be viewed on Windows, Mac OS, or UNIX® platforms using free Adobe® Reader® software, anyone can view and print PDF documents without the source applications.

Once you have created an Adobe PDF document, you can extend its usefulness by adding annotations such as navigational links, bookmarks, headers and footers, watermarks and backgrounds, and file attachments. These additions can make an online Adobe PDF document more useful than a simple printed document.

Additionally Acrobat allows the user to convert forms that your organization uses into Adobe PDF forms to facilitate distribution and data collection.

Additional Features

Right-click PDF document creation (Windows)

You can easily create a PDF document from almost any file, right from the desktop. Right-click on a file or selected files in Windows Explorer and choose Convert to Adobe PDF.

One-button PDF document creation from Internet Explorer (Windows)

Acrobat adds a button to the toolbar of Internet Explorer 5 or later, which allows you to convert the currently displayed Web page to an Adobe PDF file.

PDF file creation from multiple files

You can easily combine multiple files from various applications into one PDF document using the Create from Multiple Files command.

PDF file creation from screen captures

You can now create PDF files from screen captures. First, capture the desired image to the Clipboard. Then, in Acrobat, choose File > Create PDF > From Clipboard Image.

PDF from MS Office file

You can now use the Create from File command to convert Word, Excel, and PowerPoint files to PDF from within Acrobat. You can still easily create PDF documents from within MS Office applications.

Acrobat Reader vs. Adobe Acrobat Application

Many people are confused as to the distinction between the free, Adobe Acrobat Reader application and the Adobe Acrobat software application. The Acrobat software allows the user to create Portable Document Format (PDF) files for distribution. The Reader software is a free application that is used for just viewing and printing PDF files. In the Reader application, you cannot create PDF files.

Acrobat Pricing

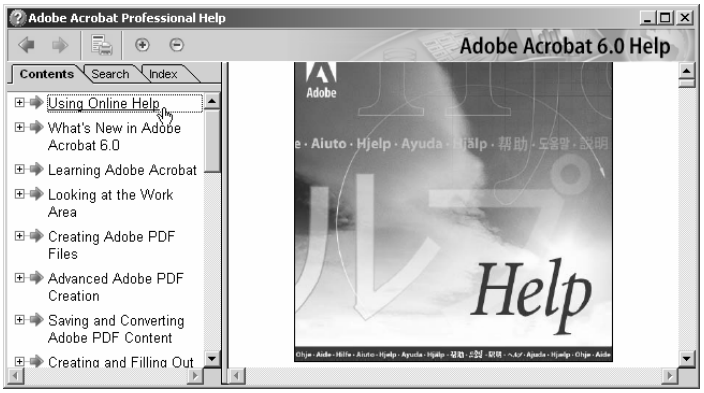
The Adobe Acrobat software application is available from many software resellers. Expect to pay between $250 - $275 for the full application. If you are an educator, you can often get the product at a considerable discount. The Academic Superstore, at http://www.academicsuperstore.com, was offering the application for $99.95 when accessed on 10/1/03.

Acrobat in Education

Acrobat is becoming more ubiquitous in education, particularly in the area of distance education because of the application's ability to compress a file into a small, universally readable format. Educators use Acrobat to:

- Create files for online distribution that retain their original formatting. Examples include: complicated worksheets, documents that use mathematic equations or special symbols, complicated tables that defy HTML formatting.
- Create and exchange files that are virus-free for distribution to class via email.
- Create low cost eBooks that can be downloaded into a student's Palm or Window's CE device.
- Capture their PowerPoint lecture and then distribute it on the Web for remediation.

Getting Help

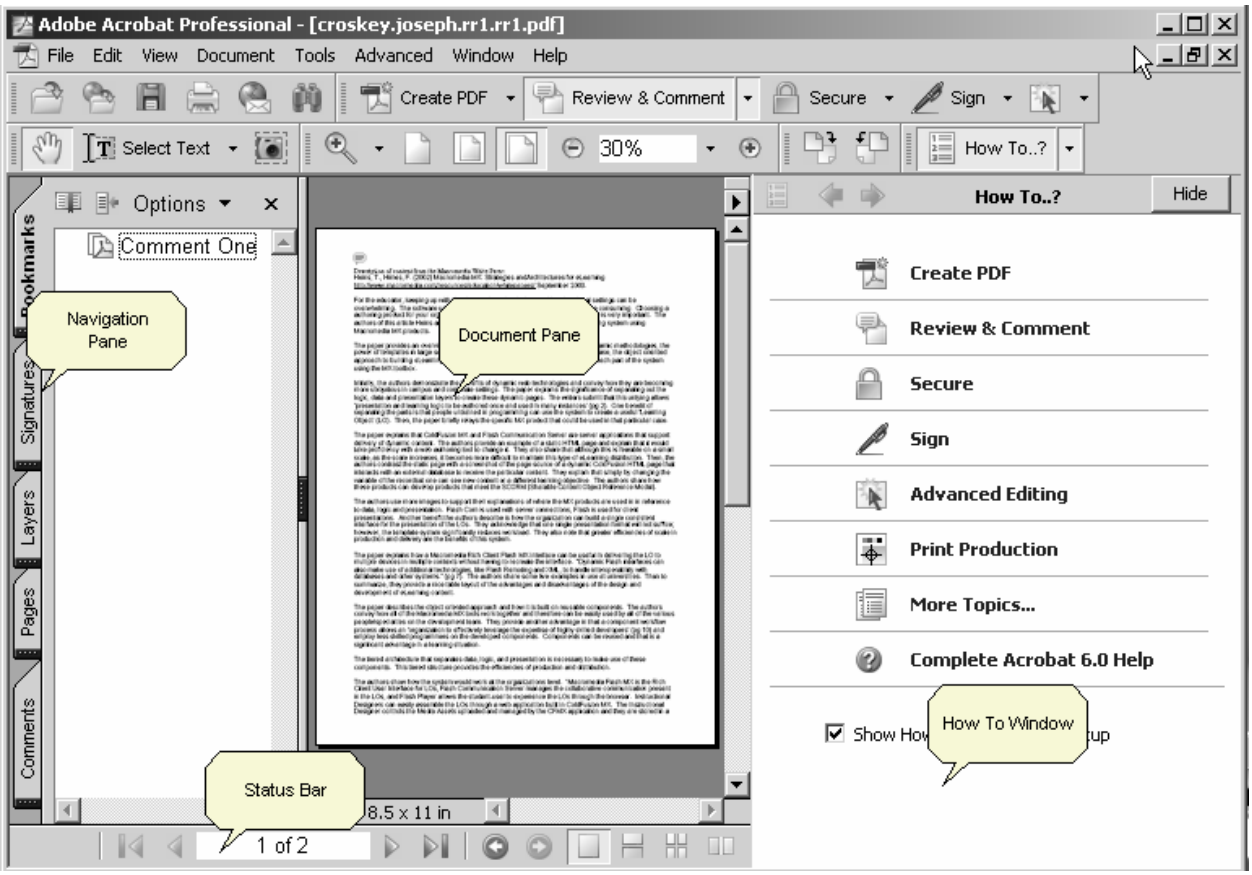


There are a variety of options for you to learn Acrobat, including Complete Help, tooltips, and brief instructions in the interface, called How Tos. The Adobe Web site has additional resources, including tutorials and troubleshooting information. The Complete Help information is also provided as a PDF document on the Adobe Acrobat 6.0 CD. You can print this file to use as a desktop reference.

To Access Help

From the menu bar, choose Help > Complete Acrobat 6.0 Help.

Navigating Acrobat



Navigation Pane

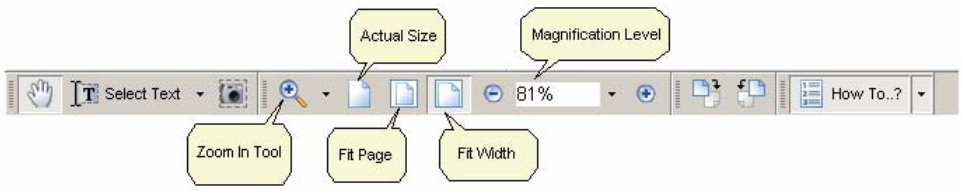
Tabs are displayed in the navigation pane on the left side of the work area or in floating panels. The tabs display such items as a document's bookmarks, page thumbnails, and articles.

To show or hide the navigation pane

Choose View > Navigation Tabs > Open Navigation Pane.

Document Pane

The document pane displays the PDF document. Above the document pane, several tools will allow you to adjust the visibility of the PDF file.



Zoom In Tool

The Zoom In tool lets you change the document's magnification.

Actual Size Tool

This tool allows you to view the page in the size the author intended.

Fit Page Tool

This tool resizes the page to fit entirely in the document pane.

Fit Width Tool

This tool resizes the page width to fit the width of the document pane.

Magnification Level

This tool allows the user to manually select a magnification level.

How To Pane

The How To window supplements Complete Acrobat 6.0 Help by presenting step-by-step procedures for a limited number of tasks.

To open or close the How To window

Choose Help > How To > How To Window.

Creating a PDF Document

There are several ways to create PDF documents using Acrobat.

To create a PDF in Acrobat

1. Choose File > Create PDF > From File. Select your file type from the Files of Type textbox, and browse to select the file you want to convert.
2. Click Open to convert the selected file to PDF.

To create a PDF from MS Office applications

1. Open the file to be converted in the Microsoft Office application.
2. Choose Adobe PDF > Convert to Adobe PDF.

* In Excel choose Adobe PDF > Convert Entire Workbook to convert all worksheets in the Excel file. If this option is not selected, only the current page will be converted. By default, only the current sheet in Excel is converted.

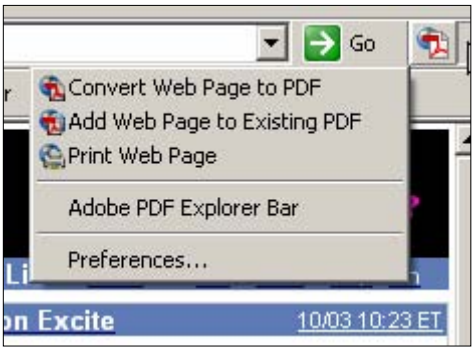
To create a PDF from other applications

1. Open the file that you want to convert to an Adobe PDF file in its application, and choose File > Print.
2. Choose Adobe PDF from the list of printers.

3. From the Print dialog box, click OK.

*By default, your Adobe PDF file will be saved with the same filename and a .PDF extension in the same folder as the source file.

To create a PDF from Web pages in Internet Explorer



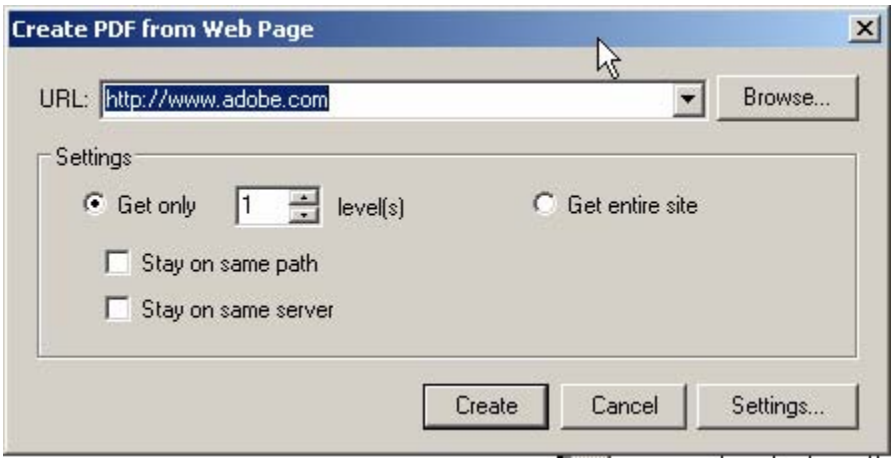
Acrobat adds a button with a menu to the toolbar of Internet Explorer 5.01 or later, which allows you to convert the currently displayed Web page to an Adobe PDF file or convert and print it in one easy operation. When you print a Web page that you have converted to an Adobe PDF file, the page is reformatted to a standard page size and logical page breaks are added. This avoids the inconsistent results often experienced when printing directly from a browser window.

1. In Internet Explorer, open the Web page that you want to convert
2. Click the Convert Current Web Page to an Adobe PDF File button on the Internet Explorer toolbar.

*In Windows XP, if you don't see the button in Internet Explorer, choose View > Toolbars > Adobe PDF.

To create a PDF file from other Web browsers

1. In Acrobat, choose File > Create PDF > From Web Page.



2. Enter the URL for the Web Page.
3. Enter the number of levels you want to include, or select Get Entire Site to include all levels from the Web site.
4. Specify the following options:

   - Stay on Same Path downloads only Web pages subordinate to the URL you provide.

- Stay on Same Server downloads only Web pages stored on the same server as the pages for the URL you provide.

5. Click Create.

*Some Web sites may have hundreds or even thousands of pages and can take a long time to download, as well as use up your system's hard disk space and available memory, causing a system crash.

To create a PDF file from multiple files

1. In Acrobat, choose File > Create PDF > From Multiple Files..
2. In the Create PDF from Multiple Documents dialog box click Browse.
3. Select your directory from the Look in dropdown box.
4. Click on the file you would like to add. (To add multiple files in the same directory hold down the Control key and select the files.)
5. Click the Add button.
6. Click OK.

To create a PDF file from a scanned image

You can create an Adobe PDF file directly from a paper document using a scanner. The resulting file is an image-only PDF file--that is, a bitmap picture of the pages that can be viewed, but not searched.

1. In Acrobat, choose File > Create PDF > From Scanner
2. In the Create PDF From Scanner dialog box, select your scanner device.
3. Choose Single-Sided or Double-Sided format, and specify whether to create a new PDF document or append the converted scan to the currently open PDF document.
4. Choose a compatibility level for the operation.
5. Use the slide bar to set compression and quality.
6. Click Scan.
7. Click Next if you are scanning multiple pages; click Done when you are finished scanning pages.

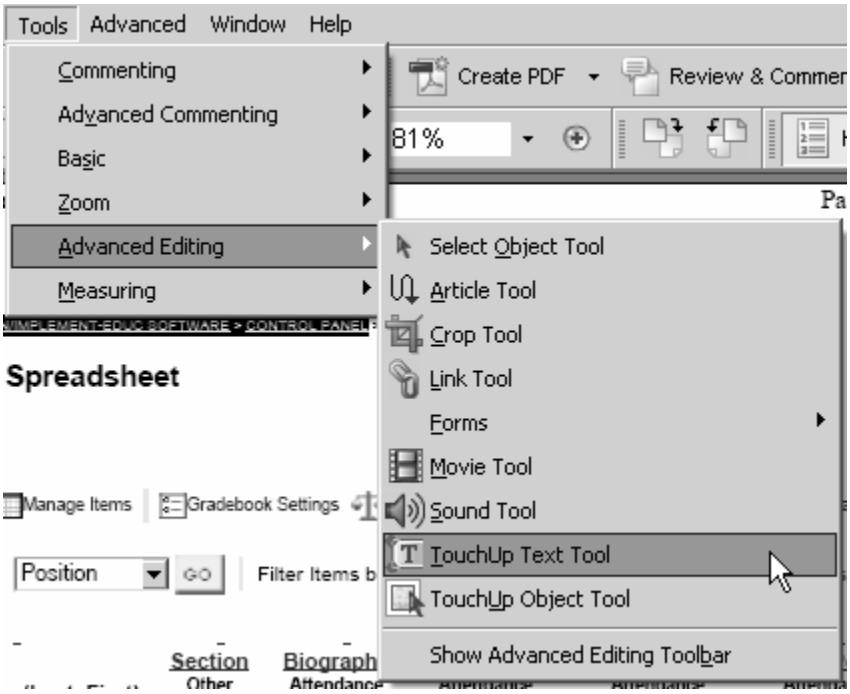
Editing Adobe PDF files

Editing Text

You can do small edits and corrections in a PDF file. Edits include: font, font size, word and character spacing.

To edit text in a PDF file

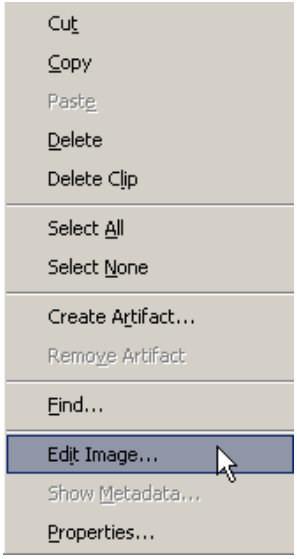
1. Choose Tools > Advanced Editing > TouchUp Text Too



2. 2. Click in the text you want to edit. A bounding box outlines the selectable text.
3. Drag to select characters, spaces, words, or a line.
4. Enter new text to replace the selected text.

To add new text to a document

1. Choose Tools > Advanced Editing > TouchUp Text Tool.
2. Ctrl-click opens the New Text Font dialog box that allows you to select the font and writing mode, horizontal or vertical.
3. Select the font and writing mode to use, and click OK.
4. Enter the new text.



Editing Images

Using the TouchUp Object tool, you can select an image or graphic object in a PDF document and move it to a new location, edit it using the TouchUp Object tool features, or take it into Adobe Photoshop, Adobe Illustrator, or another application directly from the PDF document, and edit it.

To edit an image or object with the TouchUp Object tool

1. Choose Tools > Advanced Editing > TouchUp Object Tool
2. Select the image or object, and then right-click and choose one of the commands.

Cropping Pages

With the Crop tool, you can easily modify a page layout.

To crop a page

1. Choose View > Page Layout > Single Page to display the document in single page layout.
2. Choose Document > Pages > Crop.
3. In the Crop Pages dialog box, select the desired options to define the crop margins and page range.
4. For Page Display, choose Crop Box which defines the clipping path when the page is displayed or printed.
5. Set the required Left, Top, Right, and Bottom margins by typing in a value.
6. Click OK

Extracting, Moving, Copying and Deleting Pages

When you extract a page from a PDF document, all comments and links associated with the page content are also extracted. Form fields are also extracted. Bookmarks and articles associated with the pages, however, are not extracted.

To extract a page

1. Choose Document > Pages > Extract.
2. Specify the range of pages to extract.
3. Do one of the following, and click OK.
    - To remove the pages from the document, select Delete Pages After Extracting.
    - To save the pages as a new file but leave the original pages in the document, do not select Delete Pages After Extracting.

To move a page within a document using a page thumbnail

1. In the Pages tab of the navigation pane, select one or more page thumbnails
2. Drag the page number box of the corresponding page thumbnail or the page thumbnail itself to the new location. A bar appears to show the new position of the page thumbnail. Release the mouse button when the bar is in the correct location. The page is inserted at that point in the document, and the pages are renumbered.

To copy a page within a document using a page thumbnail

1. Press Ctrl s you drag the page thumbnail corresponding to the page.

To delete a page:

1. Choose Document > Pages > Delete.
2. Enter the page range to be deleted, and click OK.

Appending PDF Documents

Using the Insert command you can insert one PDF file into another.

To append a file

1. With the target document open, choose Document > Pages > Insert.
2. In the Select File to Insert dialog box, select the source document you want to insert into the target document, and click Select.
3. In the Insert Pages dialog box, specify where you want to insert the document, and click OK.

Adding Navigation to PDF Documents

You can make your document interactive and easier to navigate in Acrobat by adding Thumbnails, Bookmarks and links.

Thumbnails

Page thumbnails are miniature previews of the pages in a document.

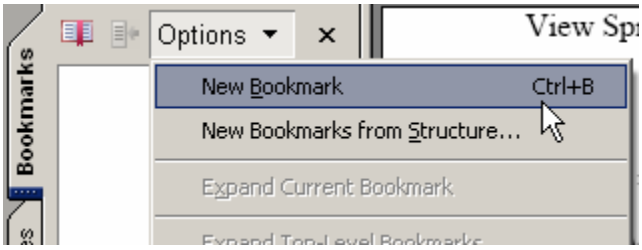
To create thumbnails

1. Click the Pages tab in the navigation pane.

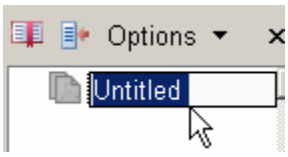
Bookmarks

Bookmarks point to specific sections or pages of a PDF document.

To bookmark a page



1. Click the Bookmarks tab in the navigation pane.
2. Choose New Bookmark from the Options menu.
3. Type the name of the book mark in the textbox.
4. Press the tab key.



To bookmark a destination within a page

1. Adjust the document pane to the appropriate destination.
2. Choose New Bookmark from the Options menu.

3. Type the name of the book mark in the textbox.
4. Press the tab key.

To edit a bookmark's destination:

1. Click the Bookmarks tab, and select the bookmark.
2. In the document pane, move to the location you want to specify as the new destination.
3. If necessary, adjust the magnification.
4. Choose Set Bookmark Destination in the Options menu or Set Destination in the bookmark's context menu.

To delete a bookmark:

1. Click the Bookmarks tab.
2. Select the bookmark or range of bookmarks you want to delete, and choose Delete Bookmark(s) in the Options menu.

To nest a bookmark under another bookmark:

1. Select the bookmark or range of bookmarks you want to nest.
2. Drag the icon or icons directly underneath the parent bookmark icon. A line shows the position of the icon or icons.
3. Release the bookmark. The bookmark is nested; however, the actual page remains in its original location in the document.

To move a bookmark out of a nested position

1. Select the bookmark or range of bookmarks you want to move.
2. Drag the icon or icons, positioning the arrow directly under the label of the parent bookmark.
3. Release the bookmark.

Bookmarks Created in Microsoft Office

PDF documents created in Microsoft Office using the PDF Maker will automatically generate bookmarks provided the document that you are converting contains heading styles.

Links

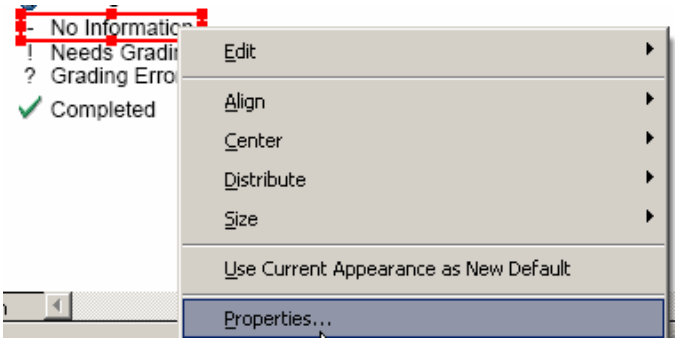
Links let you jump to other locations in the same document, to other electronic documents, or to Web sites.

To create links

1. Go to where you want to create a link from in the document.
2. Choose Tools > Advanced Editing > Link Tool.

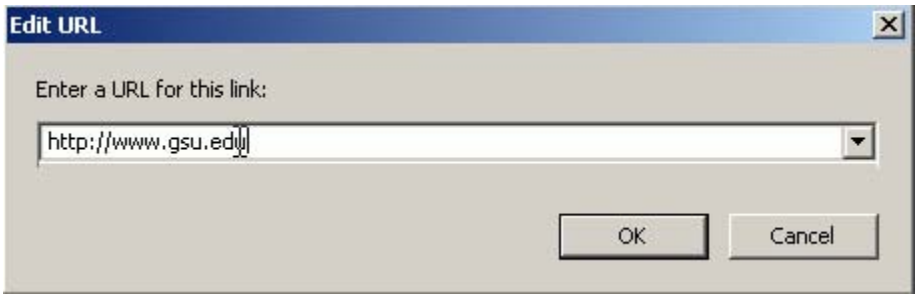
3. The pointer becomes a cross hair. Hold down the left mouse button and draw a rectangle around the selected text or object.

4. Right click on the link and select properties.



5. In the Link Properties dialog box click on the Appearance tab.
6. Define how you would like your link to appear.
7. Click on the Actions tab and select an action from the drop down menu.

8. Click Add.
9. In the Edit URL dialog box type in the Web page address for the link. Make sure that you include the entire address.



10. Click Close.

Adding Comments to a PDF Document

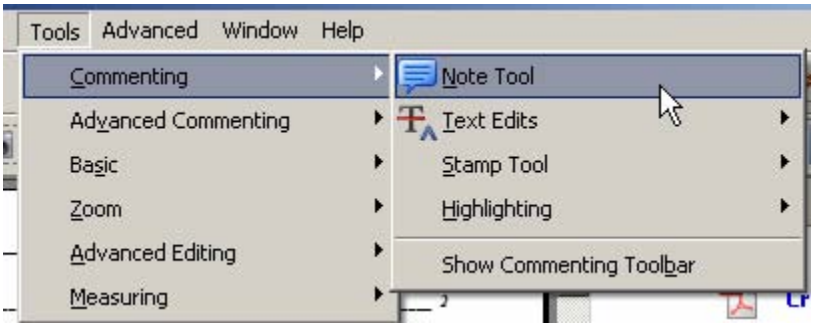
Acrobat provides a myriad of commenting tools that allows users to exchange comments on the content without changing the original content. Three common tools are the Note tool, the Highlighter and the Stamp tool.

Note Tool

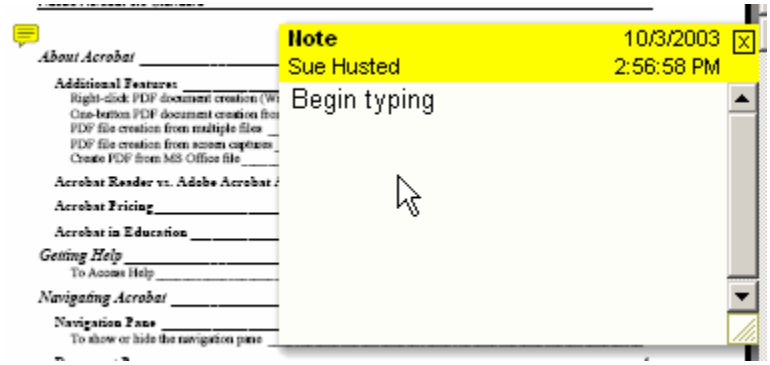
The note tool lets you add a “virtual” sticky note to your PDF file.

To add a note

1. Choose Tools > Commenting > Note Tool.



2. Move your cursor to the place in the document where you would like to add the note, and left click the mouse.
3. The Note window will open and you can begin typing your note.

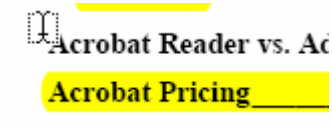


4. Click the close box in the upper right corner of the pop-up window to close the note. Closing the pop-up window does not delete the note.

To delete a note

1. Select the Note tool, or the Hand tool.
2. Select the note icon, and then press Delete.

Highlighter Tool



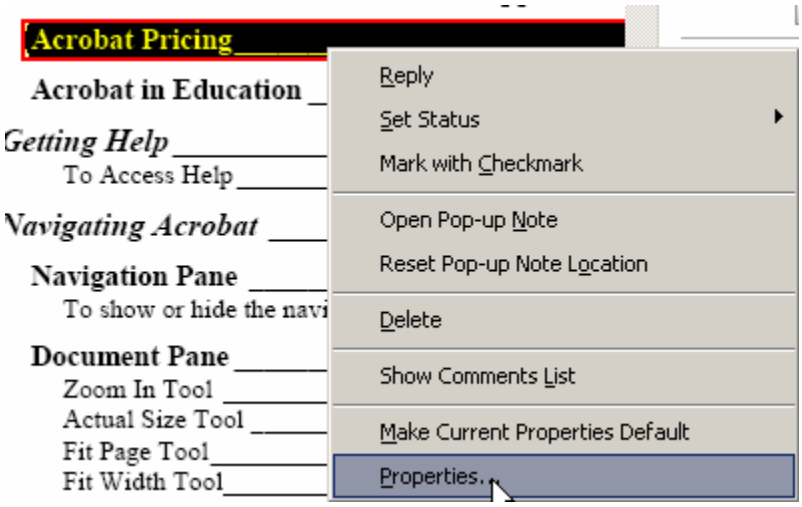
The highlighting tool allows you to highlight text in a PDF document.

To highlight text

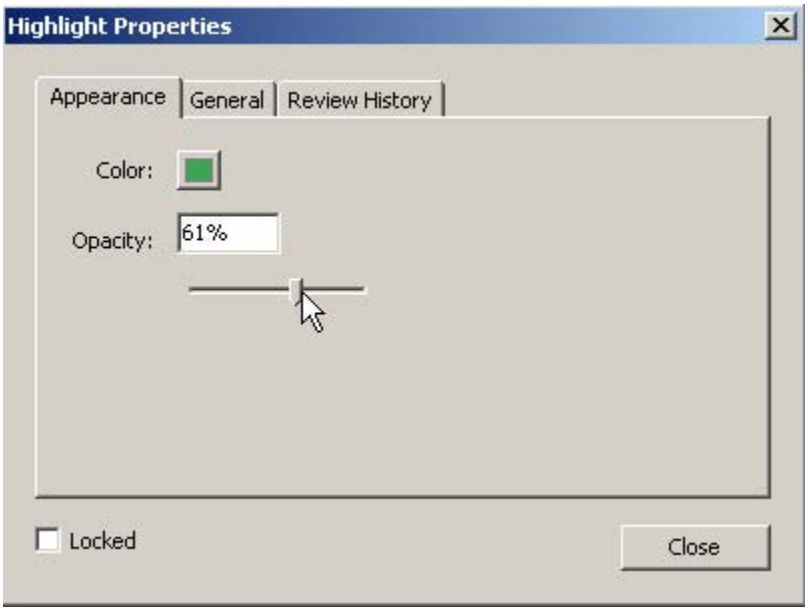
1. Choose Tools > Commenting > Highlighting > Highlighter Tool.
2. Using the insertion bar, select the text you would like to highlight.

To change the appearance of a highlight

1. Right click on the highlight > select properties.



2. In the Properties dialog box select the Appearance tab.
3. Click on the Color box to change the highlight color.
4. Use the slider below the Opacity percentage to change the highlights opacity.



5. Click Close.

To delete a highlight

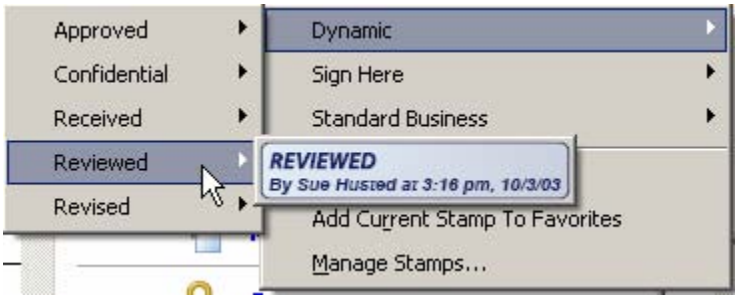
1. Right click on the highlight > select Delete.

The Stamp Tool

The stamp tool allows you to stamp a document much like you would with a rubber stamp. You can use Acrobat's predefined stamps or you can create a custom stamp.

To stamp a document

1. Choose Tools > Commenting > Stamp Tool > and select a stamp from one of the three categories.



2. Move your cursor to where you would like to place the stamp and left click.

To delete a stamp

1. Right click on the highlight > select Delete.

Setting the Document Properties

In Acrobat, the author has a great deal of control as to how the end-user reviews the PDF document. The Document Properties command allows the author to create a Metatag description of the document embed fonts, select how the user will initially view his document and decide what editing privileges the end-user has.

Description

The Description panel shows basic information about the document. The title, author, subject, and keywords may have been set by the person who created the document in the source application, such as Microsoft Word or Adobe InDesign, or by the person who created the PDF document. You can search for these description items in Acrobat to find particular documents.

Fonts

The Fonts panel lists the fonts and the font types used in the original document, and the fonts, font types, and encoding used to display the original fonts.

Initial View

The Initial View panel describes how the PDF document appears when it's opened. This includes the initial window size, the opening page number and magnification level, and whether

bookmarks, thumbnails, the toolbar, and the menu bar are displayed. You can change any of these settings to control how the document appears the next time it is opened.

Security

The Security panel describes what activities, if any, are not allowed and allows the author to create a password for the document if desired.

To set the document properties

1. Choose File > Document Properties.

Additional Resources for Learning Acrobat

There are many great online resources for learning Adobe Acrobat.

Introduction to Acrobat Reader

Available at http://www.adobe.com/support/techdocs/ac76.htm. Last accessed 10/3/03.

Adobe Guides and References in the Acrobat Expert Center

How to documents created by the Adobe experts.

Available at http://studio.adobe.com/expertcenter/acrobat/guides.html. Last accessed 10/3/03.

eTraining at GSU

eTraining is also referred to as web-based training, or just-in-time training. It consists of modularized **training** courses, available over the web, **anytime** of the day or night, **anywhere** you have access to the Internet! Since the Student Technology Fee funds it, eTraining is FREE (for personal use only, one account per person) to Georgia State students who are eligible to register and Georgia State faculty and staff.

Available at http://www.gsu.edu/~wwwwbt/. Last accessed 10/3/03.