Acrobat 8 - Professional

What does PDF stand for?
PDF stands for Portable Document Format.

What is PDF?
PDF is a cross-platform file format developed by Adobe. PDF is the native file format for files accessed and modified using Adobe Acrobat. Documents from any application can be converted to PDF. PDF documents retain the original appearance/layout/print quality independent of the files native application and platform. Adobe can be used to make minor changes do a PDF.

What strengths do PDF files have?
- Ideal for creating documents that will be printed
- Using Acrobat Reader, PDF files can be viewed within Mozilla and Internet Explorer windows. PDF files can then be saved for off-line use or printed.
- PDF files can limit the copying of text, graphics, making changes, and printing a document.
- *Any document within a program that can print*, can generally be made into a PDF document

What drawbacks do PDF files have?
Users with disabilities often are unable to access PDF files.
For more information, visit:
- http://access.adobe.com/
- Software and know-how required to create PDF files
- Not easily updated – generally easier just to recreate the entire document than to update specific sections

Adobe Acrobat vs Adobe Reader

- Adobe Acrobat
  - Used to create, edit, view, and print PDF files

- Adobe Acrobat Reader
  - Used to view and print PDF files – usually will allow you to read PDF files from within Mozilla or Internet Explorer
  - Latest Release: Version 9.0 (Free download from http://www.adobe.com/products/acrobat/readermain.html)

Adobe Acrobat Features

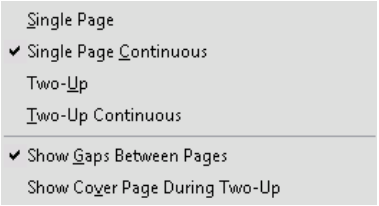
Adobe Acrobat lets you produce, modify, and view PDF documents, giving them electronic document features such as:

- Password Protection
- Hypertext links
- Electronic bookmarks
- Interactive forms

Toolbar Wells → customize to fit your needs

The Toolbars are made up of several mini toolbars. Mini toolbar options appear in the View, Toolbar menu. The mini toolbars can either be displayed indivually, floating, or combined in one row, like the example above.

Page Navigations/Page Indicator



- Buttons for paging through document
- Scroll Bar/box – page indicator appears when using the scroll button to navigate. When you release your mouse, Acrobat will place you on the page displayed in the page indicator.
- Page Indicator does not appear in the Continuous

Page Display Buttons

- Page View options are located in the View, Page Display menu.
- Located in the File toolbar, there is a scroll continuous icon and scroll one page at a time icon

Navigation Pane

The Navigation Pane is located on the left side of the Acrobat window.

Options to show/hide Navigation Pane are located in the View, Navigational Panel menu.

Navigate to different categories in the Navigation Pane by selecting the visible icon.

Document Pane

The Document Pane takes up most of your work space and displays the document you are viewing or editing.

Zoom Tools – Magnification

The current zoom level is display as a percent in the Zoom toolbar. Change the Zoom level by selecting the zoom in and/or zoom out buttons or by actually selecting the zoom percentage with the mouse and typing in a new zoom percentage.

Tip: The zoom percent displayed in the zoom toolbar is not an accurate display of the document. Acrobat treats all pdf type files as a 72 dpi (dots per inch) image. At 100%, each pixel on a page is represented as one pixel on the screen. Depending on your screen resolution setting, the document may appear larger or smaller on the screen.

Different Zoom Levels:

- **Fit Page** – Fits page in the entire window
- **Actual Size** – Displays at 100%
- **Fit Width** – Useful for long pages. Allows reading from left and right. The entire width will fit on the screen.
- **Fit Visible** – similar to fit width. Acrobat will detect empty white margin space when using the Fit Visible space and eliminate it by zooming into the document so that you don't see the margins.

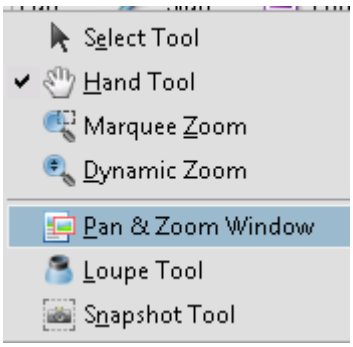
Zoom in Tool

The Zoom in Tool is a good tool to use when you want to zoom in on a specific area. The Zoom in Tool can be used a couple of different ways. Once the Zoom in Tool is selected you can then click on an object you want to magnify or you can take the Zoom in Tool and draw a marquee (a rectangle) around the object or text that you want to magnify.

Zoom Out Tool

The Zoom out Tool will zoom out or lessen the magnification of an area.

Tip: Switch to the Zoom Out Tool while using the Zoom in Tool by pressing the CTRL key.



Other Zoom Tool
More Zoom tools are located in the Tools, Select and Zoom menu.

Dynamic Zoom

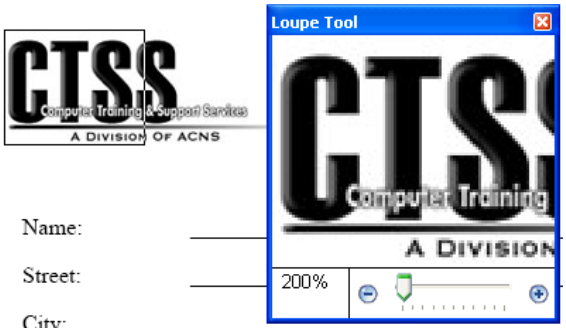
The Dynamic Zoom Tool was new to Acrobat 6 and is really a combination of the Zoom in Tool and the Zoom Out Tool. Notice the tool icon has both the zoom in and zoom out symbols (+ and -) and arrows pointing up and down displayed on it.

- Click + hold and drag up to Zoom In
- Click + hold and drag down to Zoom Out

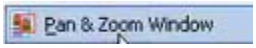
Tip: If you are using Acrobat Reader or Acrobat 6 Standard, then you will be limited to the Zoom In tool, Zoom Out tool, and the Dynamic Zoom Tool.

Loupe Tool

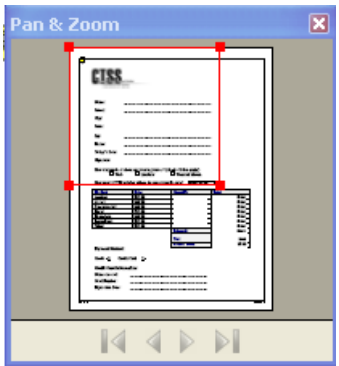
The Loupe Tool is used to inspect a certain area of your document. Select the Loupe tool and click on the object you want to inspect. Adobe will insert a rectangle around the area you are inspecting and also display a separate window with zoom in and zoom out tools so that you can inspect an area more closely.



Tip: Position the mouse cursor in the rectangle on the document and left-click and drag the rectangle to a different area on the document.

Pan and Zoom Window Tool 

The Pan and Zoom tool will display a thumbnail of the page in a separate window when turned on. The thumbnail will display a red



box, a preview box, around the outer edges of the thumbnail. The red preview box can be used to zoom in/out of specific area of the document. Position the cursor inside the red preview box and left-click and drag the box to a new zoom location. A more precise zoom can be made by resizing the red preview box.
Tip: The Loupe Tool can also be turned on and used when using the Pan and Zoom Window Tool.

Tip: Use the Hand tool to move around the document when zoomed in at high level.

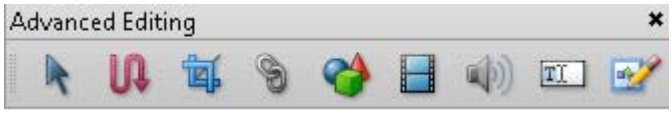
Tip: Use a keyboard shortcut to switch from any tool to the Zoom In tool by pressing the Ctrl + Spacebar. Press the Ctrl + Alt + Spacebar to switch from any tool to the Zoom Out tool.

Tip: Pressing the Spacebar while using any tool will switch you to the Hand Tool.

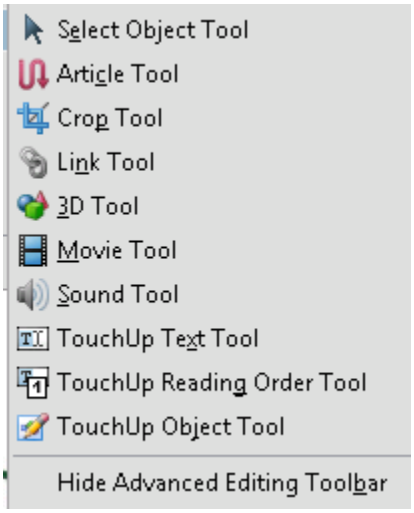
Working with Links

A link is set up in a document to help the user navigate from one location to another location within the same document, a different document, an email, and/or a web page. A link can be used several different ways, send an email, open a file, navigate to another area with the document.

Link Tool



The Link tool is located in the Advanced Editing toolbar.
View Toolbars, Advanced Editing.



Advanced Editing tools are also located in the Tools, Advanced Editing menu.

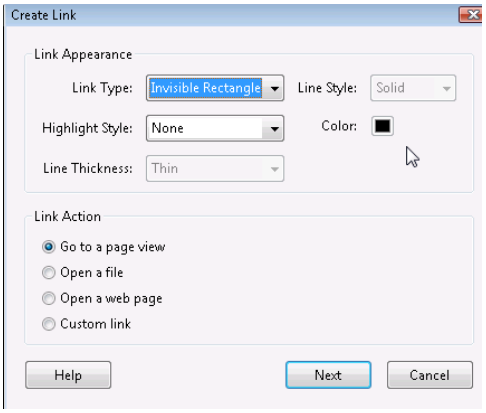
- Select the Link Tool

Tip: Whenever the Link tool is turned on, all existing links throughout the document will display on the document.

Tip: Before creating a hyperlink to a section within the document, make sure the view is set up appropriately.
Example: Fit Width, Actual Size and/or Fit Page.

Create a link by using the Link tool and draw a rectangle around the object/text that will be used as the hyperlink. The link box drawn can be resized at any time as long as the Link tool is selected.

Select the type of link that you are creating from the Create Link dialog box. Click on Next to complete the link instructions.



Test a Link

Test a link by switching from the Link tool over to the Hand tool.

Changing Properties of the Link

Select the Link Tool and double click on the linked object to display the Link Properties dialog box.

Highlight Style options:

What will the link look like when I click on the Link?

- None – No visual change appears.
- Invert – Default.

- Outline – Outline will appear around the Link

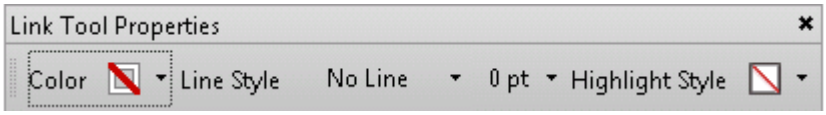
- Inset – makes the link look like a button.

Tip: display the Properties Bar toolbar. The Properties Bar toolbar is context sensitive meaning formatting attributes will change according to what is selected.

The purpose of the Properties Bar toolbar is to provide easy access to formatting attributes per the selected item. If nothing is selected, then the toolbar will appear "grayed out".

There is more than one way to select the Properties Bar toolbar.

- Choose View, Toolbars, Properties Bar
- Right-click with the mouse in the Palette Well and choose Properties Bar
- Use the Keyboard shortcut key Ctrl + E



Editing a Link

A link can be edited at any time. Start the process by selecting the Link tool and double clicking on the actual link that needs modification. Make the necessary changes and press the OK button.

Always test your links when finished by choosing the Hand tool and clicking with the mouse on the link.

Creating a Web Link

Select the Link tool and draw a rectangle around the text or object that will be used as the link.

From the Link dialog box, choose the Open a web page option.

Type the URL in the address field. Note, the URL must be complete and include the http://*webaddress*

Press the OK button when finished.

Tip: Create a link to email: link to webpage mailto:emailaddress@colostate.edu

Creating a Web Link using a Shortcut

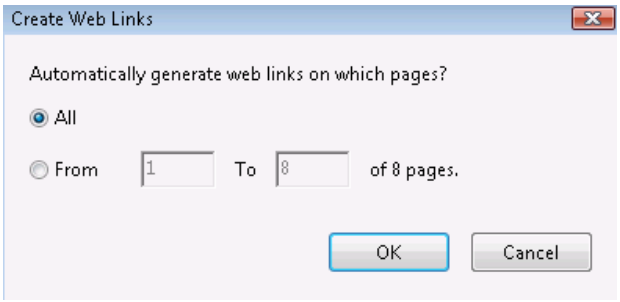
Select the Text Select tool from the Basic toolbar.

Using the Select Text tool, left click with the mouse on the text to be used as the link and drag the mouse over it to make a selection. Once the text is selected, right-click the mouse and choose Create Link from the Context Sensitive menu. Choose the Open a web page option from the Create Link dialog box and type in the complete web address. Press OK when done.

Creating Several Web Links at Once

If your document contains several web addresses, then you can use Adobe to create the links for you automatically. However, the web addresses in the document must be complete and include the http:// or Adobe will not recognize it as a web address.

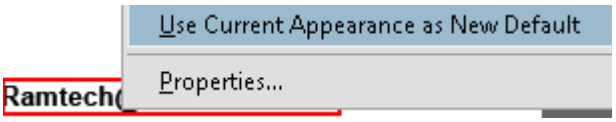
Advanced menu, Document Processing, Create Links from URL's.



From the Create Web Links dialog box choose the All option and press the OK button.

Acrobat will scan the document and create a link where it finds a complete web address.

Acrobat will display a summary when finished showing the number of links generated.



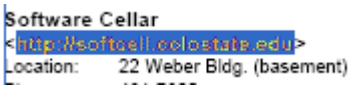
Link Properties Tip: If you'd like to set your link properties as a default where the same formatting attributes are used every time a link is created, then select the Link tool and right-click and select Use Current Appearance as New Default.

Change the Appearance of the Link Text

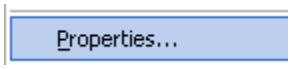
There will be times when a link is not noticed visibly because the link properties might be set up NOT to display with the default rectangle around the text.

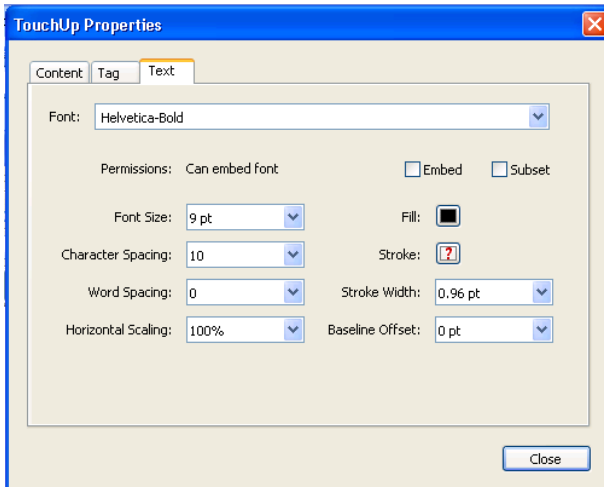
Change the appearance of the text within the hyperlink by selecting the Touch Up tool, which is different then the Text Select tool. Left-click with the mouse on the text to be edited and drag (highlight) over the text select it.

Tip: The Touch Up tool is located in the Advanced Editing toolbar.



Next, right-click with the mouse over the selected text and choose Properties from the Context Sensitive menu.

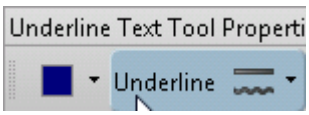




If we change the text color to a "blue" color, then the text will appear more like a hyperlink.

Choose the Fill icon and choose a new color for the text to make it stand out more in the document.

Tip: Add an underline to your Hyperlinked text by selecting the Underline tool from the **Tools, Comment and Markup menu**.



Working with Bookmarks

Bookmarks are used as a method to navigate around a document. Bookmarks behave similar to a links, but they are different. Links actually reside on the actual document, text or object, where as bookmarks reside in the Bookmark Pane.

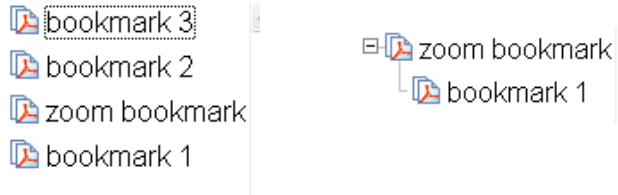
Bookmarks are visible as long as the Bookmark Pane is visible. Bookmarks are used to navigate from one location of a document to another.

The first step in creating a bookmark is to actually navigate to the page that will be bookmarked and have the page appear the way you want it. Example, click on the Zoom drop-down menu and choose a zoom level. Select the page appearance that fits best with your bookmark.

There is more than one way to actually create the bookmark. From the Bookmark Pane you can choose the New Bookmark icon, select the Options Menu and choose New Bookmark or use the shortcut keys, Ctrl B.

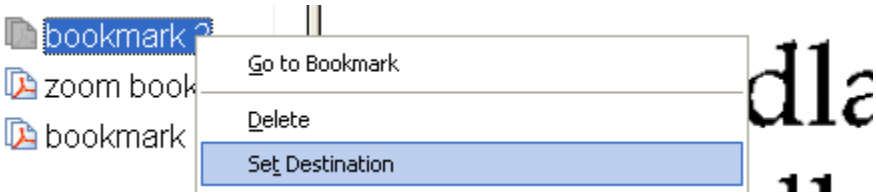
Once a bookmark has been added, provide a title for the bookmark name.

Rearrange the bookmarks by dragging and dropping them in the Bookmark Pane.



Change the Bookmark Destination

Select the bookmark from the Bookmark Pane and then navigate to the correct page or zoom in to the desired zoom level and right-click the mouse and choose Set Destination.



Create a Bookmark with the Text Select Tool

An easy way to create bookmarks is to use the Select Text tool to select bookmark text and then use one of the methods to generate the bookmark.

Example: Select the Select Text tool and left-click with the mouse and drag over the text in the document that will be used as the bookmark name and choose Ctrl B. The new bookmark should appear in the Bookmark Pane. Use the Snapshot tool to correct the Bookmark destination.

Modifying PDF Documents

There will be times when a PDF file will need to be modified. Keep in mind that Acrobat is not a word processor and it isn't a great editing tool. Acrobat can be used to edit small areas within a document, but if a major modification needs to be made to the document then it is best to go back and edit the original source.

Adding Text

Acrobat is not a word processing tool so it shouldn't be used to edit a lot of text. If you have a minor change/addition/deletion in text, then Acrobat will work. Select the Touchup Text tool from the Advanced Editing toolbar and click in the area of the document to be modified. Right-click the mouse in the text area being modified and select Properties for formatting attributes or Insert for additional tools.

Inserting a Page or File

An easy way to insert a page from **File A** to **File B** would be using the Pages Panel (Thumbnail Palette). Open both files and **Tile** the files **Vertically** from the **Windows menu**. This will display both files side by side. Select a thumbnail from one file and drag it to the correct location in the second file. Tip: you must be in the Pages view (thumbnail view) on each file in order for this to work.

Another way to insert a file or page from **File A** to **File B** would be using the **Insert Page** option under the **Document menu.**

From the **Insert** dialog box specify the **Location** → where do you want the new page or file to appear in your current document? Before or After? Next, specify the page number where the new page or file will be inserted.

Replacing a Page

At times pages will have to be replaced with new pages in your PDF document. When you replace a page, only the text and graphics on the original page are replaced. The replacement does not affect any interactive elements associated with the original page.

From the **Document** menu choose **Replace pages**.

Select the file that has the new page to be used as the replacement

In the section that is labeled **Original** → If replacing only one page then the **Replace Pages** should read **Replace Pages 2 to 2** (this would mean only page two is being replaced).

In the section that is labeled **Replacement** → Specify the page number to be used as the replacement.

Extracting a Page

Pages can be removed from a PDF document. Choose **Extract Pages** from the **Document menu**. Specify the pages to be extracted and be sure to select the option for **Delete Pages after Extracting** from the **Extract Pages** dialog box.

Rotating a Page

At times, pages may need to be rotated in your document. Follow the directions below to rotate one or more pages.

From the **Document menu, choose Rotate Pages.**

In the **Rotate Pages** dialog box select the direction of the page rotation. Note: Pages can be rotated by 90 degrees in a specified direction.

Pages (Thumbnails)

Thumbnails are miniature previews of your document or graphics. Thumbnails are located in the Navigation Pane on the Pages palette. When a file is created each page is set up with thumbnail placeholders. Thumbnails are automatically created but not embedded in the file and take up extra file space. One Thumbnail takes up approximately 3K per/thumbnail.

Embedding Thumbnails

From the **Pages** palette, select the Options menu and choose **Embed Thumbnails** from the pull down menu.

Using Thumbnails

Double click on a Thumbnail. Notice a red rectangle appears inside the thumbnail, called the **page-view box**, and it represents the area displayed in the current page view. Use the page-view box to adjust the area and magnification being viewed.

Position the cursor on the corner of the red rectangle and drag in or drag out with the mouse to resize the rectangle. To move the page-view box position the cursor on the border of the page-view box and the cursor should change to a hand. Left click with the mouse and drag the page-view box to a new location. The document window will change and display information that is in the page-view box.