

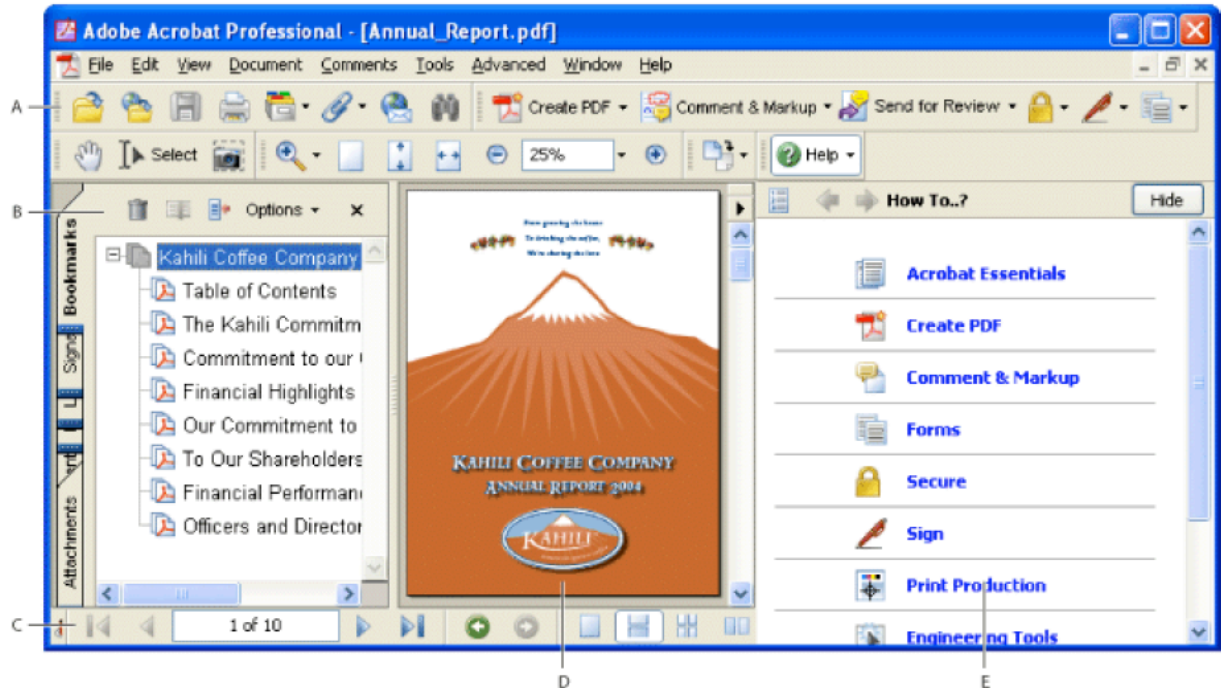
Beginning Acrobat 7.0

I. What is Acrobat?

Acrobat is a program that creates PDF files. PDF stands for **Portable Document Format**. With Acrobat, you can do many things. Such as:

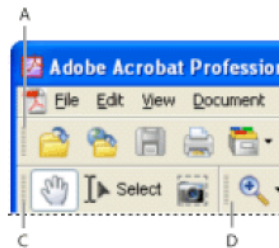
- Create documents that anyone can open, regardless of **platform**.
- Distribute information to others that maintains your original **formatting**.
- **Convert** your current documents to PDF format.
- Add **security** to your documents so that they can only be opened by those you allow and can not be copied by others.
- **Extract** text and images from PDF files so you do not have to recreate the content.

II. Acrobat Interface

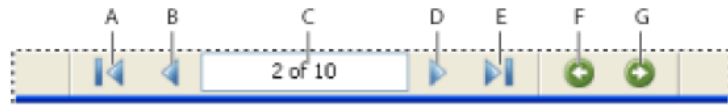


Acrobat work area A. Toolbars B. Navigation pane (Bookmarks displayed) C. Status bar D. Document pane E. How To window

- Here is a more detailed look at the default toolbars and status bar:

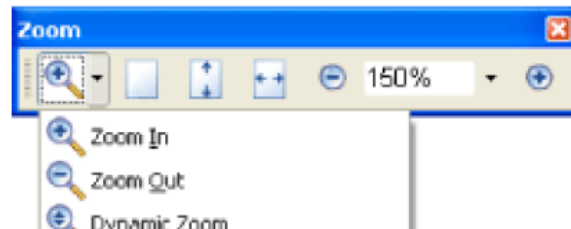


Toolbars open by default A. I
How To toolbar

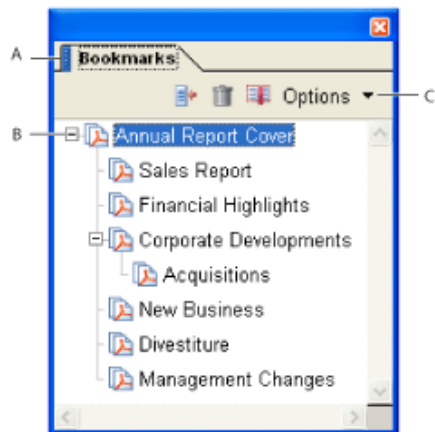


Navigation controls A. First Page button B. Previous Page button C. Current Page button D. Next Page button E. Last Page button F. Go To Previous View button G. Go To Next View button

- Several of the toolbar buttons have an additional menu of commands that you can not initially see. These items can be viewed by clicking the small black triangle to the right of the toolbar item.



- Similar to other programs like Photoshop, Dreamweaver, and Flash, Acrobat makes use of **Palettes**. Palettes are used to organize the different program features and options, and they can be moved around the screen and **docked** along the sides for easy access.



Bookmarks tab A. Bookmarks tab B. Expanded bookmark C. Click to display bookmark Options menu.

III. Adobe PDF Printer vs. PDFMaker

When you install Acrobat on your computer, the following Acrobat add-ins are installed:

- Adobe PDF Printer**

This add-in is used to create a PDF using the print command from a program. If you go to your printer control panel, you should see the Adobe PDF printer listed as one of the printers on your system, even though it is not an actual physical printer.

- **PDFMaker**

When you have the **Microsoft Office** suite installed on your computer, the PDFMaker is the add-in that creates the file. Installing Acrobat places three convert to PDF buttons on the toolbar.

IV. Converting files into PDFs

1. From other applications

As mentioned in the previous section, you can convert files into PDFs that you have in other applications. Choose the 'Save As...' or 'Export' option from the file menu or in the Microsoft Office suite and Internet Explorer (Windows only version 5 and up) click the button on the toolbar that accomplishes this.

2. "Create PDF" inside Acrobat

From inside the Acrobat program, you can choose 'Create PDF' from the File menu and then choose one of the following:

- **From File**
This will convert a single file. Choose this option then select the file you would like to convert to a PDF.
- **From Multiple Files**
Allows you to combine multiple files and convert into one PDF document.

To combine multiple files into one PDF:
 1. Choose 'File/Create PDF/From Multiple files'
 2. Under Add Files, click the Browse button and select files to convert
 3. Click the OK button
- **From Scanner**
If Acrobat is installed on a computer that also has a scanner installed, you can scan documents from the scanner, directly into Acrobat. When you scan your page into Acrobat, the resulting PDF file is an image-only file, and therefore, you cannot **edit** the words. If you want to be able to edit the words that you scanned, you must convert the image to text using OCR.

NOTE: your PDF document must be at least 144 dpi resolution before using OCR

To use OCR on your document, follow these steps:

1. With your image PDF on the screen, choose 'Documents/Recognize text using OCR/Start'
2. Click the OK button to begin
3. Acrobat will then process the entire file to convert it to text. This may take a long time if there are many pages.
4. When the process is done, you will be able to use the Text Select Tool to highlight and copy text.

- **From Web Page**

You can download web pages from the internet and convert them to PDF files. All formatting is maintained, as well as all **links** on the page. If the webpage is longer than a normal page, then multiple pages are created in the PDF document.

To convert a web page to a PDF:

1. Choose 'File/Create PDF/From Web Page'
2. Enter the **URL** in the field, set the options you want then press 'Create'.

NOTE: This sometimes can be a lengthy process, especially if you choose 'entire site'.

- **From Clipboard Image**

You can create PDF files from a screen capture.

To convert a screen capture to a PDF:

1. Capture image by hitting the Print Screen key on the keyboard (this will copy the image to the clipboard)
2. Choose 'File/Create PDF/From Clipboard Image'

3. **Right-click on file (Windows)**

Almost any file type can be converted by simply right-clicking on the file.

To convert a file to a PDF:

1. Locate the file on the Desktop, in Windows Explorer, etc...
2. Choose 'Convert to Adobe PDF' on the menu
3. If you have multiple file you would like to combine into one PDF, choose 'Combine in Adobe Acrobat'.

4. **Drag and Drop**

A variety of files types can be converted to PDF by dragging the file into the document pane inside Acrobat or by dragging the file onto the Acrobat icon.

V. **Optimize PDF for the Web**

When creating a PDF for the web, you want to make sure you have the smallest file size possible without losing desired quality. Acrobat provides an easy way to optimize PDF documents for the web.

To optimize within Adobe Acrobat:

1. Choose File>Reduce File Size from the main menu
2. Select compatibility options
3. Click the OK button

VI. **Creating links in PDF documents**

Acrobat allows you to create links to various things. The most common links that you will probably make are **web** links and links to another **location** in the same PDF file you are working on.

Note: When you save a file as a PDF file, for example from Microsoft Word, all original formatting is **maintained**, including links. So there is no need to make the original links

'active'. They just work. But sometimes you need to create a link where one does not exist, for example, in a document that you imported using your scanner.

To create links from URLs in document (shortcut to create web links):

1. Choose 'Advanced/Links/Create from URLs in document...'
2. Set pages you want to generate web links on from the Create Web Link dialog box
3. Hit the 'OK' button

To create a link:

1. Choose 'Tools/Advanced Editing/Link Tool' from the main menu, or click the Link tool
2. Draw a rectangle around what you want to be the link
3. Choose your Link Action from the Create Link dialog box
4. Set appropriate options and click the 'OK' button
5. To change the appearance of the link, double-click the link, and choose your options
6. Then choose the Text Touchup tool, right-click and choose properties, then change the Fill to blue.
7. Click the 'Hand Tool' on the toolbar, then test the link by clicking on it.

VI. Extracting text and images from PDF documents

If the PDF file does not have security that prevents you, you can extract text and images from the documents that you obtain. You would do this to avoid **retyping** the text or **recreating** the images.

• Extracting Text

To extract all text from the PDF file, follow these steps:

1. Choose 'File/Save As'
2. Choose to save the file as 'Rich-text format' or 'Microsoft Word Document'
3. The entire text from the PDF file will be saved as a RTF file, which can then be opened inside any word processing editor or as a DOC, which can be opened inside Microsoft Word

To extract just a portion of the text, follow these steps:

1. Select the 'Text Select tool' on the toolbar
2. Use your mouse to highlight the text you want to copy.
3. Choose 'Edit/Copy'
4. Open up your word processor
5. Choose 'Edit/Paste'

• Extracting Images

To extract all the images from the PDF file, follow these steps:

1. Choose 'Advanced/Export All Images'
2. Choose 'Extract Images As...'
3. Choose the image format you want (jpg, png, tiff)
4. Choose the location you want the images to be stored
5. Click the Save button. All the images will then be saved to the location you specified.

To extract an individual image inside the PDF file, follow these steps:

1. Select 'Tools/Basic/Snapshot Tool'
2. Draw a rectangle around the portion of the PDF that you want to extract, that portion will automatically be copied to the clipboard
3. Open up your graphics editor (or word processor)
4. Choose 'Edit/Paste'

VII. PDF security

With Acrobat, you can set various levels of security for your PDF files to **protect** the content of the files.

For example, you can limit the user from printing, editing your file, extracting text and images from your file, etc.

If you decide to add security features to your PDF files, you must set a **password** for the file. If you do not set a password, then anyone who opens the PDF file would be able to change/disable the security features you set.

To set security options for your PDF file, follow these steps:

1. Choose 'Document/Security/Restrict Opening and Editing'
2. Choose Compatibility setting
3. Set desired permissions and passwords
4. Click the OK button

From this point forward, the user must **obtain** the password from you before they will be able to use the features that you added security on.

VIII. Acrobat Tips

- Use PDF files to distribute information on your website. This assures that anyone visiting your website will be able to obtain the information, regardless of what computer or platform they are using.
- On your web pages, you can create links to PDF files just like you create links to any other files or web pages. Just make sure the PDF file is placed inside the correct folder on the web server that your link points to.
- If you decide to allow users to download PDF files from your website, always note on the page how big the PDF file is so the user will be aware of the time it will take to download the file.
- Also, always provide a link to the free Adobe Reader plug-in so users who do not have the Adobe Reader plug-in will be able to obtain it easily.